

## ACADEMIC REGULATIONS AND RULES

# Examination Rules

(Approved by the Rector on 20 November 2018)

## General Instructions

### 1. Responsibility to Attend Examinations

- a. Candidates are responsible for checking the dates, times and locations of their examinations from the examination schedules, and for presenting themselves for examination at the appointed place and time. Examination schedules will be announced by the Registry or academic unit at least one month prior to the examination period.
- b. Where all or part of the assessment for an examination is by means other than of a formally invigilated written examination, the instructor will announce details of the appropriate arrangements, and it is the candidate's responsibility to acquaint themselves with these details.
- c. A candidate who is unable to attend an examination under normal conditions because of illness, misadventure, or other extenuating circumstances, or who would be significantly disadvantaged if required to do so, may be permitted to sit the examination under special conditions. Such special arrangements, which may include (if necessary) additional time, a re-scheduling of the examination, the use of dictating or other assistance, and/or the use of premises outside the University, will be approved in advance by the Dean/Director of the academic unit concerned. In all other respects, the University regulations governing examinations will apply. Candidates requesting special arrangements on medical grounds will be required to substantiate their requests with a medical certificate or other documentary evidence. Candidates requesting special arrangements on other grounds may be required to reimburse the University for expenses incurred in such arrangements.
- d. A candidate is required to inform the academic unit concerned in writing immediately if for any reason he/she is unable to sit for an examination because of illness, accident or other causes, or if there is any factor arising immediately prior to or during the examination which the candidate believes could adversely affect his/her performance and which he/she wishes to be taken into account when assessing that performance. The candidate's letter must state clearly the examination in question, the cause of the absence or the manner in which the performance was affected, and must enclose the relevant supporting documentary evidence, e.g., medical certificates.
- e. Any candidate failing to give notice as specified in Examination Rule (1.d) above within seven working days after the examination to the academic unit concerned may lose the opportunity to have these circumstances taken into account or to appeal on these grounds against the decision of the Academic Council/Pedagogic Committee.
- f. A candidate who asks for rearrangement of final examinations with mere justification that he/she has to attend external examinations, e.g., TOEFL, CET4/6, etc., will not be accepted.

### 2. Use of Materials and Aids

- a. No stationery will be provided at the examination venue. Candidates should provide themselves with the necessary writing and drawing tools.
- b. All questions in a written examination must be answered using only answer booklets, supplementary sheets and other materials provided by the University for that examination. Candidates at any examination, either written or practical, will not be permitted to make use of any paper, books, notes, dictionaries, instruments, aids or other materials unless

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- expressly authorized in the rubric of the examination paper. Details of any such materials and aids which may be permitted in the examination will be provided to candidates in advance by the examiners. Authorized materials and aids will be subject to inspection by the invigilators.
- c. Where electronic calculators are permitted for use in an examination, these instruments should be non-programmable unless expressly allowed, hand-held, self-powered, and silent in operation. These should not possess any graphic or word-display facilities, e.g., electronic dictionaries, smart watches, etc. Candidates may not use any external media associated with an electronic calculator, such as instruction booklets, magnetic cards or memory modules. Candidates are responsible for ensuring that their calculators are in working order, and have a sufficient power supply, and that alternative means of calculating are available in the event that their electronic calculators fail during an examination.
  - d. Except authorized materials and aids, candidates are prohibited from using any other electronic devices, e.g., smart phones and watches, electronic dictionaries, etc., during an examination
  - e. Mathematical tables and all other materials provided by the University for use in examinations must not be removed by candidates from the examination venue.

### **3. Before the Examination**

- a. Candidates are required to bring along their personal I.D. cards and student campus cards whenever they have an examination for verification purposes. Candidates who are unable to present their cards will not be allowed to write the examination.
- b. Invigilator should ensure that only examination candidates are allowed to enter the examination venue.
- c. Students should check their seat numbers, if any of them cannot find his/her name on the attendance list, he/she should inform the invigilator once admitted into the examination venue.
- d. Candidates will be admitted into the examination venue at least 5 minutes before the commencement of an examination. Candidates who arrive late and are admitted will not be given extra time. No candidate will be admitted into an examination venue 45 minutes after the commencement of an examination.

### **4. Entry to Examination Venue**

- a. Candidates shall not enter the examination venue until permitted to do so by an invigilator. Upon entering the examination venue, candidates become subject to the authority of the invigilators and must act according to any instructions given by an invigilator.
- b. Candidates are advised not to leave their study materials and personal property outside the entrance of the examination venue because of the risk having such items stolen. Such property should be deposited in a place well away from the candidates, as directed by the invigilator.
- c. Candidates with watch alarms or other apparatus which could create noise, e.g., calculators, smart phones etc., should switch them off and disconnect them from the internet before entering the examination venue, and place them under their seats in a position clearly visible to invigilators. These electronic devices must not be switched on or used during the examination or before the candidates leave the examination venue.
- d. No food or drink is allowed inside the examination venue.
- e. No photo taking/recording is allowed inside the examination venue.
- f. Candidates shall observe silence within the examination venue except when it is necessary to communicate with an invigilator and that it will not cause any unnecessary distraction to other candidates. A candidate who persists in causing disturbance to other candidates after a warning may be required to discontinue the examination and leave the

examination venue.

#### **5. During the Examination**

- a. Candidates shall not start writing until given permission to do so by the invigilator.
- b. Candidates should first read through the whole question paper when an examination begins. If a wrong question paper was being handed out, or if the questions indicate that other materials should have been given out, but have not been, candidates should inform the invigilator immediately.
- c. Candidates should pay attention to any general directions which may be stated either on the cover page of the examination paper or at the beginning of each question. They should also listen carefully to the presiding invigilator's announcements.
- d. Invigilators shall make announcement for instructions of the examination and remind candidates of the consequences of cheating before an examination starts.
- e. Candidates must write the subject title, subject code and their student number clearly on the front page of each answer booklet and on the cover page of the examination paper.
- f. Candidates must read the instruction printed on the examination question paper before doing the examination.
- g. No candidate will be permitted to leave the examination venue during the first 45 and last 15 minutes of the examination.
- h. Candidates wishing to leave the examination venue temporarily will be permitted to do so under the supervision of an invigilator. Under such circumstance, candidates shall not bring any unauthorized electronic devices with them when leaving the examination venue, nor shall they use any unauthorized electronic devices when they are away from the examination venue. In addition, before leaving the examination venue during an examination, candidates shall sign a declaration stating that they do not bring any electronic devices with them.
- i.
  - i) If circumstances arise during an examination which, in the opinion of the invigilator, render it necessary for the examination to be cancelled or postponed, the invigilator will stop the examination and, as soon as possible, arrange for the written scripts to be collected and report the matter to the respective academic unit.
  - ii) When a report is made under such circumstances, the academic unit concerned will investigate the matter reported and take action if necessary. In the event another examination is ordered to be held, the new examination will be deemed to be the prescribed examination, and a report will be made to the Dean/Director of the academic unit concerned.

#### **6. Collection of Scripts**

- a. During the last 15 minutes of each examination period, candidates must remain in their seats until told to leave by the invigilator.
- b. It is the responsibility of the candidate to ensure that all loose pages are securely fastened into the answer booklet and that all work which is to be considered by the examiners is handed in. No work that is removed by the candidate from the examination venue will be accepted for consideration by the examiners.

#### **7. Conduct of Candidates**

- a. Candidates shall comply with the Examination Rules and all instructions given by an invigilator.
- b. Candidates shall observe silence within the examination venue except when it is necessary to communicate with an invigilator, and that it will not cause any unnecessary distraction to other candidates. A candidate who persists in causing disturbance to other

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- candidates after a warning may be required to discontinue the examination and leave the examination venue.
  - c. No person may impersonate a candidate, nor may any candidate permit himself/herself to be impersonated at any examination.
  - d. During an examination, candidates shall not communicate in any way with other candidates, nor give or receive any information, materials or aids to or from other candidates, nor make use of any material or aid not specifically authorized for that examination.
  - e.
    - i) Candidate who is found cheating or misconduct will be informed by the invigilator, who is empowered with the authority, of the academic unit concerned, to discontinue the examination. Expulsion from the examination venues should occur only when it is felt that such disciplinary action is essential.
    - ii) The academic unit concerned reserves the right to withhold issuing the results of examinations within the investigation period.

## **8. Disqualification**

If any of the following circumstances arises during the examination, such behavior will be considered as cheating or misconduct. The candidate will be disqualified and a failing grade (i.e. F/NP) will be given for the course together with a verbal or written warning. In severe cases, a disciplinary panel may be called to handle the case. A record of such proceedings will be kept in the student's file:

- i) A candidate disobeys the instructions given by the invigilator.
- ii) A candidate impersonates a candidate, or a candidate permits himself/herself to be impersonated.
- iii) A candidate improperly obtains knowledge of examination papers prior to the examination.
- iv) A candidate starts to write any notes or answer any question without permission or announcement before the examination starts, or a candidate who continues to write after the invigilator has announced the completion of the examination.
- v) A candidate is found to have any unauthorized article(s)/material(s) on/in the examination desk or on his/her person.
- vi) A candidate communicates or attempts to communicate improperly with any person inside or outside the examination venue.
- vii) A candidate uses any unauthorized notes, books or electronic devices, e.g., smart phones and watches, electronic dictionaries, etc.
- viii) A candidate copies from the work of another candidate.
- ix) A candidate leaves and enters the examination venue without permission.
- x) A candidate persists in causing noise/disturbance to other candidates after a warning.

## **9. Disturbance**

In the case of disturbance during an examination, e.g., very loud external noise, the invigilator may authorize additional time after the scheduled time given.

## **10. Supplementary/Re-Sit Examination**

- a. Supplementary Examination
  - i) A candidate who is not able to attend an examination due to sickness or any other special reason as approved by the Dean/Director of his/her academic unit may apply for a supplementary examination. If medical set up is required in the examination venue, he/she will have to submit medical certificate(s) or other supporting document(s) issued by a hospital recognized by the Government. All charges will

- be born by the candidate.
- ii) A student who is absent from an examination will be requested to submit a written request with valid reasons, under normal circumstances, to the academic unit concerned within seven working days from the date on which the examination is held.
  - iii) A candidate will lose his/her right to apply for a supplementary examination if (10.a.ii)) is not fulfilled.
- b. Re-Sit Examination
- A re-sit examination will only be given to a student admitted or resuming in academic year 2015/2016 or before who fails a required course which is examined mainly for content and not mainly for skills, e.g., language skills, according to the following guidelines:
- i) A student whose course semester average is below 40% is required to repeat the course and cannot register for a re-sit examination except in very special circumstances approved by the Dean/Director of his/her academic unit.
  - ii) When a re-sit examination is given, the weight given to the examination in the course grading will be the same as the weight given to the original scheduled examination, as specified by the instructor in the course weightings approved by the Academic Council/Pedagogic Committee.
  - iii) The grade of a student who takes a re-sit examination can be raised no higher than "D" (pass) regardless of the score achieved in the re-sit examination.
  - iv) Students taking FBA courses are not allowed to apply for re-sit examination.
  - v) For students taking FAH or FSS courses, a re-sit examination will be permitted in FAH or FSS courses only if the student's class work average is 50% or above and course semester average is above 40%.
  - vi) A student may take a re-sit examination for a failed course only once.
  - vii) A student is not allowed to take re-sit examination for more than two failed courses per semester.
- Resit examinations are not applicable to students admitted or resuming in academic year 2016/2017 onwards.
- c. Supplementary/re-sit examinations are normally held two weeks after the end of the final examination period.
- d. Fee for Supplementary Examination/Re-Sit Examination
- Administrative fee will be charged for the supplementary examination/re-sit examination and no action will be taken to update the student record if payment is not settled. Please refer to the Table of Fees for the relevant charges.

## 11. Appeal

- a. A candidate requesting a review of his/her examination performance will commence his/her appeal by sending to the office of his/her academic unit a letter stating the grounds of the review and presenting relevant evidence within three weeks of the issue of the academic reports.
- b. A complaint about the academic judgment of an examiner or an Academic Council/Pedagogic Committee cannot be considered as valid grounds for an application for review.
- c. Every appeal case will be reviewed through the Academic Council/Pedagogic Committee only once and their conclusion will be the final decision of the case.
- d. The academic unit concerned will inform the student in writing of the decision in each case.
- e. Under no circumstances will the examination script be released.

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**12. Cognizance of Examination Rules**

Every candidate will be deemed to have both understood and accepted these examination rules.