Instructions to students:

1. If the school is closed during the examination, due to bad weather for example, any examinations scheduled for that day will be postponed to another day. The fallback day is 4 February 2016 (Thursday). The exact date of the make-up session will be announced on the school’s homepage. Other unaffected sessions will be conducted as originally scheduled.

2. Written examinations of core subjects will be held in the hall while those of elective subjects will be held in F. 6 classrooms. Arrangements for oral examinations will be released in due course.

3. All students must enter the examination centres at least 10 minutes before the examination begins. Late-arriving students will not be given extra time to compensate for the time lost.

4. Each student must take the seat assigned to him/her.

5. Each student must put his/her personal belongings inside a bag placed under the chair before the examination begins. Students must put their pencil boxes under their chairs. Nothing may be kept in the drawer.

6. If unauthorized articles such as books, dictionaries, notes, paper, mobile phones, pagers, electronic dictionaries, MP3 players and other electronic devices which can store and/or display texts (including databank watches) are found on/in a student’s desk, on his/her body or in the pockets of his/her clothes, the student may receive mark penalties or even be disqualified from the examination.

7. All students must maintain silence for the entire period that they are in the examination centres.

8. During any examination, students can raise their hands to ask for help from the invigilator. They must neither speak to nor disturb other students.

9. No student may cheat during the examination. Offenders will be disqualified from the examination.

10. Electronic calculators may be used in any session (except language subject papers) provided that the calculators have been pad-printed with “H.K.E.A.A. APPROVED” or “H.K.E.A. APPROVED” label. Students must make sure that they do not write anything on the back of the calculators. Students are required to remove the calculator cover/jacket and place it under his/her chair during the examination.

11. No student is allowed to leave the examination centre before the session ends.

12. All students must stop writing at the end of a session when the invigilator instructs them to do so. If not, they take the risk of being disqualified from the examination.

13. While students are waiting for the next session on the same day, they must maintain silence on the campus. Students who have finished examinations on that day must leave the campus and return home immediately. They must not linger on the campus as they may cause a disturbance to the ongoing sessions or lessons.

14. Make-up examinations will be arranged, if practicable, only for students who cannot sit for the scheduled sessions because they are representing the school in external events. In any case, approval by the Principal must be sought in advance.

15. A student may apply for an alternative assessment for an examination if he/she cannot sit for it because of sickness or other substantial reasons. The application form must be submitted with evidence (like medical certificate) to the subject teacher concerned within one week from the original date of the session.

16. During the whole examination period, no ball games or other leisure activities are permitted for F. 6 students.

17. F. 6 students will have whole day school from 18 February 2016 (Thursday) to 22 February 2016 (Monday) for reviewing their examination answer scripts.

18. A Farewell Ceremony will be held for all F. 6 students on 22 February 2016 (Monday) at 8:10 am.

19. Report cards will be distributed to students on 11 March 2016 (Friday) at 8:10 am.

17 December 2015