

Maryknoll Fathers' School
Form 6 Final Examination, 2017-2018

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 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 will be held in the hall from 15 to 18 January 2018 (Monday to Thursday) and in F. 6 classrooms afterwards. 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. Before the start of an examination, each student must remove articles such as notes, books, question papers from previous sessions(s) and all kinds of electronic devices (e.g. tablets, PDA, mobile phones, pagers, multimedia players, electronic dictionaries, databank watches, smart watches with mobile applications installed or wireless technologies supported) from his/her body, pockets of clothes, desk or drawer. Put them under the chair. If any of these articles is/are found on the desk or in the drawer of the desk, in the pockets or on the body, the student concerned will be subject to a mark penalty or even be disqualified from the examination.
7. If a student has brought along a mobile phone, it must be turned off (including the alarm function) and put under the chair in a position clearly visible to the invigilators. If the alarm of the mobile phone or any article that can emit sound rings during an examination, the student concerned will be subject to a mark penalty.
8. All students must maintain silence for the entire period that they are in the examination centres.
9. During any examination, students can raise their hands to ask for help from the invigilator. They must neither speak to nor disturb other students.
10. No student may cheat during the examination. Offenders will be disqualified from the examination.
11. 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.

12. No student is allowed to leave the examination centre before the session ends.
13. 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.
14. 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.
15. 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.
16. 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.
17. During the whole examination period, no ball games or other leisure activities are permitted for F. 6 students.
18. F. 6 students will have morning session on 7 February 2018 (Wednesday) and whole day school on 8 and 9 February 2018 (Thursday and Friday) for reviewing their examination answer scripts.
19. A Farewell Ceremony will be held for all F. 6 students on 9 February 2018 (Friday) at 8:10 am.
20. Report cards will be distributed to students on 2 March 2018 (Friday) at 8:10 am.

20 December 2017