

Maryknoll Fathers' School
F. 1-5 Final Examination 2017-2018

Instructions to students:

1. If the school is closed during the examination period, due to bad weather, for example, any examinations affected will be postponed to 21 June 2018 (Thursday) or earlier. The details of the make-up examinations will be announced on the school's homepage. Other unaffected examinations will be conducted as originally scheduled.
2. All students must enter the examination centres at least 10 minutes before the start of each examination session. Late-arriving students will not be given extra time to compensate for the time lost.
3. 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.
4. 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.
5. 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.
6. All students must maintain silence in examination centres at all times.
7. During any examination, students should raise their hands to ask for help from the invigilator.
8. No student may cheat during the examination. Offenders will be disqualified from the examination.
9. Electronic calculators may be used in any examination 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.
10. No student is allowed to leave the examination centre before the examination session ends.
11. All students must stop working at the end of an examination session when the invigilator instructs them to do so. If not, they take the risk of being disqualified from the examination.
12. While students are waiting for the next examination 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 examinations.
13. Make-up examinations will be arranged, if practicable, only for students who cannot sit for the scheduled examinations because they are representing the school in external events. In any case, approval by the Principal must be sought in advance.
14. 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 scheduled date of the examination.
15. Students need not go to school if no examination is arranged for them.
16. Starting from 23 May 2018 (Wednesday) until the end of the examination period, no ball games or other leisure activities are permitted on campus for all class levels.
17. All F. 3 students have to sit for the Territory-wide System Assessment (TSA) on 19 & 20 June 2018 (Tuesday & Wednesday) in F. 6 classrooms.
18. Students will have whole-day school on 22, 25 & 26 June 2018 (Friday, Monday & Tuesday) for examination paper review. Students should attend school according to the normal timetable on these days. In case of suspension of school due to bad weather on 26 June 2018 (Tuesday), the lessons affected will be postponed to the morning session on 27 June 2018 (Wednesday).