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To: Students of Higher Diploma, Diploma and Diploma of Applied Education Programmes
From: Registry Unit (Examination and Timetabling)
Subject: Examination Timetable (Semester B 2023-2024)
Date: 16 April 2024

Dear students,

The on-campus written examinations for Semester B 2023-2024 will be held from **6 – 21 May 2024**. Please refer to the Examination Timetable and updated ‘Student Guidelines on Examination’ for details. You should read the attachments and check the examination date, time and venue carefully. Applicants of Special Examinations Arrangement will receive the application results individually via email.

The Examination Timetable is also available at the “Full-time Student Area” of the School’s website at www.hkmu.edu.hk/lipace/ftp-student-area.

If there are any updates about the examination arrangements, the School will inform students via HKMU email.

Candidates should pay attention to the key points below before attending the examination.

1. Please arrive at the examination venue 15 minutes before the examination starts. Candidates arriving late will not be given extra time. After the examination starts for 30 minutes, candidates will not be allowed to enter the examination venue.
2. Candidates should not leave the examination room during the first half-hour and the last 15 minutes of the examination.
3. If a candidate wishes to leave the examination room, they should raise their hands and get permission from the invigilator.
4. Please bring along your HKID Card and Student Card to the examination venue for verification purpose.
5. For Listening Examination/Test: candidates will not be allowed to enter the examination venue when the listening part has started. Candidates can enter the exam venue after the listening part has been finished. The listening part will not be marked if the candidate missed the listening examination due to late arrival.
6. A candidate alleged to have committed misconduct under Student Guidelines on Examination 7.1 or to have failed to comply with any of the instructions governing the conduct of an examination specified by the School from time to time, shall be liable to proceedings by the School as specified in the 'Policy Guidelines on Academic Regulations'.

7. Regarding point 2 in the 'Student Guidelines on Examination', candidates must NOT have any unauthorized items (including mobile phones, smart watches and other electronic devices) on their desk, on their body or in their pockets throughout the examination. Otherwise, they might be disqualified from the examination and liable to disciplinary action.
8. The re-examinations will be held on 26 June – 6 July 2024. Detailed information will be announced in due course.

Please call the School hotline on 3120-9988 if you have any question.

致： 高級文憑、文憑及應用教育文憑課程同學
由： 教務處(考試及課堂編排)
主題： 2023-2024 學年下學期考試時間表
日期： 2024 年 4 月 16 日

各位同學：

2023-2024 學年下學期考試將於 **2024 年 5 月 6 日至 5 月 21 日** 期間舉行。隨函附上考試時間表及更新的「考生須知」，請於考試前仔細閱讀，並注意考試日期、時間及地點。申請特別考試安排的同學將會獲個別電郵通知申請結果。

考試時間表亦上載於全日制課程學員專區，網址：www.hkmu.edu.hk/lipace/ftp-student-area。如有任何更新，學院將會透過學院電郵通知同學。

此外，考生於考試前應注意以下考試重要事項：

1. 同學須提早 15 分鐘到達試場(包括口試)，遲到考生將不獲補時。遲到超過 30 分鐘的考生，不准進入試場；
2. 在開考後 30 分鐘內及考試結束前 15 分鐘，考生均不得離開試場；
3. 考生如需離開試場，需舉手示意並獲得監考員批准；
4. 考生需攜帶香港身份證及學生證進入試場以作身份識別之用；
5. 如科目考試包含聆聽部份，監考員於考試開始後，將不准任何考生進入試場。遲到考生只能在試場外靜待，直至聆聽考試完結為止，方可進入試場。考生因遲到而錯過聆聽考試，其聆聽考試部份將不獲分數。
6. 倘考生被指稱違反考試規例(考生須知 7.1)，或未能完全遵照學院為考試事宜所規定的任何細則，學院會根據「教務規例」處分。
7. 關於「考生須知」第 2 點，所有考生不可在考試期間將未獲准許使用的物品（包括流動電話與智能手錶及其他電子器材）放在桌上、身上或衣服內，否則，會被取消該考試資格並受到紀律處分。
8. 補考將於 2024 年 6 月 26 日至 7 月 6 日舉行，詳情將稍後公佈。

如有查詢，請致電 3120-9988。