

## Student Guidelines on Examination

### 考生須知

1. Please arrive at the examination venue 15 minutes before the examination (including oral 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 room.

考生須提早 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. Except for stationery and authorized materials, candidates should put all personal belongings into their bags. **Mobile phones and all electronic devices including smart watches should be placed on their bags under the seats.** Mobile phones, smart watches and electronic devices should be switched off. Candidates should ensure that they do not carry any of the above-mentioned items when the examination is in progress. Otherwise, they might be disqualified from the examination **and liable to disciplinary action.**

除文具及指定的可使用物品，考生須把所有個人物品放入書包或背囊內，**並把流動電話及所有電子儀器，包括智能手錶放在座位下方的袋上。** 流動電話、智能手錶及電子儀器必須完全關掉。考生須確保考試進行時，以上任何個人物品並未藏於衣袋內或身上，否則，他們會被取消該考試資格**並受到紀律處分。**

3. Candidates should bring their Hong Kong identity cards and student ID cards to the examination for identification. If the required documents do not correspond to the person sitting the examination, the candidates shall be liable to disciplinary action.

應考時考生須帶備香港身份證及學生證，如提供的文件與考生不符，考生將受到紀律處分。

4. Candidates should not leave the examination room during the first 30 minutes and the last 15 minutes of the examination. If, after the first 30 minutes and before the last 15 minutes of the examination, a candidate wishes to leave the examination room, he/she should raise his/her hand and get permission from the invigilator.

在開始考試後半小時內及考試結束前十五分鐘，任何考生都不可以離開試場。在其他時間，考生如想離開試場，請先舉手示意，並須經監考員允許方得離開試場。

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 room 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.

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候，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. For Oral Examination/Test: After entering the examination room, candidates shall present their Student ID card, HKID card and any other required documents to the invigilator. After the examination, candidates should leave the examination preparation room immediately and avoid making contact with other students in the room.

口試安排：進入試場後，考生需向監考員出示學生證及香港身份證。考試結束後，考生應馬上離開試場並避免和其他考生交流。

## 7. Examination misconduct 考試的違規行為

### 7.1. Examination misconduct includes, but is not limited to, any of the following:

違反考試規例的行為包括但不限於：

- 7.1.1. Taking into the examination room, or possessing or consulting while in that room, any books, memoranda, notes, mobile devices, electronic storage device such as an electronic organizer, diary or electronic dictionary or any other similar materials, except such as may have been supplied by the invigilator or authorized materials;

除卻由監考員供應及指定的可使用物品外，考生把任何書籍、備忘、筆記、流動儀器、其他相類的資料或電子儀器（包括電子字典）帶進試場，於場內擁有或查閱這些物件；

- 7.1.2. Aiding or attempting to aid another candidate, or obtaining or attempting to obtain aid from another candidate/parties;

考生協助或意圖協助另一位考生，或向另一位考生/任何人士求助或意圖求助；

- 7.1.3. Obtaining or attempting to obtain aid unfairly from any officer of the School or any person as appointed by the School for the conduct of an examination or the assessment activities, either during the period of an examination or afterwards;

在考試期間或之後，考生向學院任何教職員，或學院委任負責處理考試或評核事宜的任何人士，不正當地求助，或意圖不正當地求助；

- 7.1.4. Consulting, or attempting to consult, any books, memoranda, notes, mobile phones, smart watches, electronic storage device such as an electronic organizer, diary or electronic dictionary or any other similar materials while temporarily outside the examination room during the period of an examination.

於考試進行中暫時離場，在試場外參閱或意圖參閱任何書籍、備忘、筆記、流動電話、智能手錶、其他相類的資料或使用電子儀器（包括電子字典）。

- 7.2. In serious cases of indiscipline, the invigilator shall have the power to discontinue the examination of the candidate involved and to expel him/her from the examination room if it is felt that such disciplinary action is essential.

倘有嚴重違反紀律的個案，監考員有權終止有關考生的考試；如有需要，監考員有權著令該考生離場。

- 7.3. Any incident in which misconduct is suspected will be reported in full by the invigilator including a written statement from the candidate taken at the end of the examination. If the misconduct

involves the introduction of notes or other similar unauthorized materials, the documents concerned will be attached to the invigilator's report and forwarded to the School.

任何涉嫌違規的事件都會由監考員作詳實報告，其中包括一份於考試結束後向有關考生錄取的書面聲明。倘違規的個案涉及筆記或其他禁止帶進試場內的資料，有關文件會連同監考員的報告一起呈交給學院。

- 7.4. A candidate alleged to have committed misconduct under Notes to Students for Examination Arrangements 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”.

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。

8. A student who is absent from an examination without permission from the School concerned will not be granted another chance to take the examination. In case the absence is caused by serious illness with sick leave granted, the student or his/her agent should submit a relevant medical certificate (original) together with the completed form of “Course Issues Application Form” to the Academic Services Unit for consideration. Any late submission of an application or application without sufficient supporting documentation will NOT be processed. In order to be counted as relevant, the medical certificate has to relate to the date or period of the respective examination. The School will not consider any evidence relating to the illness of a student that is not substantiated by a medical certificate issued by a registered medical practitioner or registered Chinese medicine practitioner. The student will be fully responsible for arranging directly with his/her registered medical practitioner or registered Chinese medicine practitioner for any medical evidence. Neither the School nor staff members of the School will obtain the medical certificate on student’s behalf. A student who has achieved a pass in the continuous assessment, if required, for the course and completed any compulsory or attendance requirements, and whose reason for absence is deemed by the School to be acceptable, may be exceptionally granted one attempt of deferred examination at a time and place as arranged by the School. Deferred students who are absent from the scheduled examinations will not be given alternative arrangements thereafter and a Fail grade will be automatically given. Students should however note that deferment of an examination is not applicable to resit examination(s) and further deferment of examination(s).

考生在未經學院批准的情況下缺席考試，將不獲另一次考試機會。然而，考生倘因嚴重的健康理由而獲給予病假及缺席，考生本人或其代理可填寫「課程事項申請表」連同有關的醫生證明書（正本）交往學務處處理。該醫生證明書須證明考生在考試當天出現嚴重健康問題，方為有效。學院不會考慮任何並非由註冊醫生或註冊中醫所簽發的醫生證明書。考生須負責直接向其註冊醫生或註冊中醫索取醫生證明書，學院及其職員均不會代勞。考生如在有關科目的平時作業總分中已取得及格成績，及已完成規定的必修項目或出席要求，而其缺席考試的原因亦被學院接納，或可給予一次補考機會。補考將按學院的時間和地點進行。獲准延期考試的學生若在補考中缺席，將不獲另外的安排，而其科目成績將自動評為不及格。考生亦應留意，學院不接納延期重考及再次延期考試的申請。

- a) For Diploma of Applied Education: Student should submit “Course Issues Application Form (FFT008C)” **within 5 calendar days** after assessment.

應用教育文憑：學員須填寫「課程事項申請表(FFT008C)」並於評核當日 5 日內交往學務處處理。

- b) For Full-time Programmes (including part-time mirror HD programmes): Student should submit “Course Issues Application Form (FCS003)” **within 5 calendar days** after assessment.

全日制課程 (包括兼讀制高級文憑)：學員須填寫「課程事項申請表(FCS003)」並於**評核當日5日內**交往學務處處理。

- c) For Part-time Professional Programmes: Student should submit “Course Issues Application Form (FCS003)” and relevant administrative fees **within 7 calendar days** after assessment.

兼讀制專業課程：學員須填寫「課程事項申請表(FCS003)」及連同相關行政費用於**評核當日7日內**交往學務處處理。

## 9. Re-assessment 重新評核機會

Except in special circumstances (e.g. marks below a certain level or attendance below requirement), students who fail in a course may be granted one opportunity to redeem the failure. The School has the discretion to decide the reassessment arrangement and appropriate forms (e.g. supplementary examination). Details are as follows:

除特殊情況 (例如分數低於某一水平或出席率不達標)，個別科目不合格的同學或有一次重新評核機會，有關重新評核之安排及方式 (如補考) 一概由學院決定，同學不得異議。詳情如下：

- 9.1. Students who fail the examination of a regular course for the first time and obtain grade “R” are allowed to be re-assessed. Those with grade “F” are required to re-take the course.

如個別科目的第一次成績評核為不合格，並獲“R”等級的學員將可獲一次重新評核機會。惟獲“F”等級的學員則須重讀該科目；

- 9.2. Under no circumstances, re-assessment students who are absent from the scheduled examinations will not be given alternative arrangements thereafter and a Fail grade will be automatically given. Students should however note that deferment of an examination is not applicable to re-assessment.

重新評核將按學院的時間和地點進行。獲准重新評核的學生若在重新評核中缺席，將不獲另外的安排，而其科目成績將自動評為不及格。考生亦應留意，學院不接納延期重新評核的申請。

- 9.3. Grade of Re-assessment 重新評核之成績

Grade of Re-assessment will be capped at “Pass” or “Fail”. Students who fail in the re-assessment have to retake the course if they want to complete relevant programme.

重新評核之成績只能獲發「合格」及「不合格」。未能達標的重新評核學員必須重讀有關科目以完成整個課程。

- a) For Diploma of Applied Education: Grade of Re-assessment will be capped at Grade D.

應用教育文憑課程：通過重新評核的學員最高只能獲發「合格」(D等)成績。

- b) For Full-time Programmes (including part-time mirror HD programmes) and Part-time Professional Programmes: Grade of Re-assessment will be capped at Grade C.

全日制(包括兼讀制高級文憑)及兼讀制專業課程：通過重新評核的學員最高只能獲發“C等”成績。

#### 9.4. Reassessment Application 申請重新評核

Students would like to take re-assessment are required to submit a re-assessment application by filling in the “Course Issues Application Form (FCS003) with a prescribed administration fee for each course to the Academic Services Unit within **7 calendar days of results announcement (for Full-time Programme (including part-time mirror HD programmes)) / within 14 calendar days of results announcement (for Part-time Professional Programmes)**. Students who fail to submit application of re-assessment or pay the administrative fee by the deadline will be rendered fail (“F”) for the course.

所有獲准申請重新評核的學員須填妥「課程事項申請表 (FCS003)」及連同每科相關行政費用於成績公布 7 日內 (全日制課程 (包括兼讀制高級文憑)) / 成績公布 14 日內 (兼讀制專業課程) 向學務處遞交申請。逾期申請將被視為自行放棄重新評核論，而成績將自動被評為“F” (不及格)。

#### 10. Enquiries 查詢

Academic Services Unit

Address: Kwai Hing Campus, 11/F, Tower 2, Kowloon Commerce Centre, 51-53, Kwai Cheong Road, Kwai Chung, N.T.

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