

SIR ELLIS KADOORIE SECONDARY SCHOOL (WEST KOWLOON)
S1-5 Yearly Examination 2017-2018
Examination Regulations

The following regulations for examinations should be observed by every student.

Absentees During Examination:

1. For students who have been absent during the examination, on submission of **parents'/guardians' letters and valid medical certificates** to account for their absence, assessed marks will be given.
2. For students who have been absent for any papers during the examination, without the submission of parents'/guardians' letters and valid medical certificates to account for their absence, **zero mark** will be given to these papers.

Regulations for Examinations:

1. There will be **no lining-up** for all S1-S5 students during the examination period. For each examination session, students are to be admitted into the examination rooms **10 minutes before** the start of the examination.
2. Students must not start writing until they are instructed to do so.
3. (a) All students must bring their own calculators and stationery (e.g. ball pens, pencils, erasers, correction fluid, rulers, pencil sharpeners, colour pencils, etc.) for the examination. Students are not allowed to lend or borrow their calculators or stationery. Students should put their books, notes and other belongings under the chair during the examination.
(b) Students are not allowed to make signs or gestures to one another during the examinations.
(c) Students are not allowed to leave their seats without permission during the examination.
4. Good conduct and honesty are essential for students in taking the examinations. Students found **cheating**, obtaining or giving assistance during an examination will be severely punished and may have their papers disqualified.
5. As soon as the **“stop writing”** instruction is announced, students must stop writing; otherwise, they may be **disqualified** or receive a mark penalty. At the end of the examination, students should remain quiet in their seats until their scripts are collected and are told to leave.
6. **All students should come to school according to the examination timetable. Students need not come to school on the days they have no examinations.**

7. **For S1-S5 classes, students are not allowed to leave until the end of the examination.** All examination question papers and answer scripts must be collected.
8. Mark penalties may be imposed on students who are late for examinations without acceptable reasons. Students who have been late for more than 30 minutes may have their papers disqualified.
9. Students must wear proper school uniform when they sit for the examinations.
10. During the examination period, ball games are not allowed in the school campus.
11. Students should follow the instructions set on the question paper, or marks may be deducted.

YEUNG KWONG Mong-ha
Principal
15 May 2018