

**SIR ELLIS KADOORIE SECONDARY SCHOOL (WEST KOWLOON)**  
**S1-5 Half-Yearly Examination and S6 Mock Examination 2017-2018**  
**Examination Regulations and Reminders to Students**

15 December 2017

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

**Absentees During Examination:**

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

**Regulations for Examinations:**

1. There will be **no lining-up** for all S1-S6 students during the examination period. For each examination session, students are to be admitted into the examination rooms **10 minutes before** the beginning of the examination.
2. Students must wait for the invigilator's instruction before they start writing.
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. Class teachers will be informed of those students' misbehaviour.  
(b) Students are not allowed to make signs or gestures to one another during the examinations. If they do so, they will be detained after the examination by the invigilators for further investigation.  
(c) Students are not allowed to leave their seats without permission, to make unnecessary noise/action and unacceptable behaviour during the examination. Otherwise, they will be sent to detention class after the examination.
4. Good conduct and honesty are essential on the part of students taking an examination. 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 back 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 time.**  
All examination question papers and answer scripts must be collected.
8. Mark penalties may be imposed on students who are late for examination 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 examination.
10. During the examination period, all students are not permitted to play ball-games in the school.
11. Students should follow the instructions set on the question paper, or marks may be deducted.

### **Tropical Cyclones, Heavy Persistent Rain and Thunderstorms**

1. Special actions and arrangements will be taken in the event of tropical cyclones, heavy persistent rain and thunderstorms.
2. Please refer to **Appendix 1** for details.

YEUNG KWONG Mong-ha  
Principal

## **TROPICAL CYCLONES, HEAVY PERSISTENT RAIN AND THUNDERSTORMS**

Please note the following actions and arrangements in the event of tropical cyclones, heavy persistent rain and thunderstorms :

- a) Students should listen to the radio and television stations before 6:00 a.m. to see if there is an announcement of closure of schools by the Education Bureau. If such an announcement is made, students should stay home. However, if the announcement is made after 6:00 a.m. and students are on their way to school, they will be taken care of by teachers on duty in the school on their arrival until they are picked up by their parents/guardians or until the situation warrants a safe journey home.
- b) When the Education Bureau makes a public announcement of the re-opening of schools, parents/guardians should use their discretion in sending their children back to school. If it seems to them that local weather, road, slope, traffic or transport conditions have not by that time returned to normal, they should let their children stay home. A letter from the parent submitted to the school afterwards would be accepted as a valid leave for absence under such situations.
- c) When the school is in session and the Education Bureau makes a public announcement of immediate closure of schools due to rapidly deteriorating weather, the school will ensure that students are taken care of in a safe place or to alert parents to accompany them home.
- d) In exceptional circumstances, the Education Bureau may announce the closure of schools in one or more districts. Students living in such districts need not go to school even if their schools are located elsewhere. Parents and students please note the name of the district in which they live. Please also note that our school is located in the TAI KOK TSUI district.
- e) For **internal examinations, examination sessions affected by closure of schools due to tropical cyclones, heavy persistent rain or thunderstorms will be postponed. New arrangement will be posted on the school webpage and school intranet on that day. The examination dates for the affected subjects will also be announced when school resumes.** For other subjects, the examination timetable will remain unchanged and all subjects will be examined on the scheduled dates. School may make alternative arrangements regarding internal tests or examinations for those students who cannot return to school or arrive late because of poor weather, road, slope, traffic or transport conditions. However, for public examinations, students have to listen to radio or television stations for announcements made by the relevant examination authorities.
- f) In general, school will be closed when typhoon signal No. 8 or above is hoisted or when the 'BLACK' or 'RED' warning of the rainstorm warning system is issued. For 'AMBER' warning, the school will operate as usual unless advised otherwise. But parents can decide at their discretion whether to send their children to school considering the weather and road conditions of their living areas.