

SIR ELLIS KADOORIE SECONDARY SCHOOL (WEST KOWLOON)
S1-5 Half-Yearly Examination and S6 Mock Examination 2015-2016
Examination Instructions to Students

15 December 2015

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 signal to start writing after receiving the question papers.
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 Time Table. 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 full time of the examination is up.** 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.

LI Wing-leung
Principal