

IVE Examination Regulations

Introduction

Students will be informed of the examination schedule at least one month before the commencement of the examination. They are responsible for presenting themselves for examination at the time and place published in the examination schedule.

The following rules must be studied carefully by all students taking examinations of the Hong Kong Institute of Vocational Education. Students who fail to observe any of these rules may be disqualified from the examination, or suspended from their programme of studies.

1. Before Commencement of the Examination

- 1.1 Candidates shall not enter the examination room until so allowed.
- 1.2 Candidates are strongly advised not to bring mobile phones to the examination room. If they have mobile phones with them, the phones must be turned off (including the alarm function) and put under the chair in a position clearly visible to the invigilators. If an electronic/communication device (e.g. PDA, mobile phones, MP3 players, electronic dictionaries, databank watches, etc.) is found in the pocket/on the body of a candidate, the candidate will be disqualified for the paper being examined. If the electronic/communication device placed under the chair is found switched on or sounded during the examination, the candidate may receive mark penalties. Candidates must put all their personal belongings in small bags that can be properly closed with a zip/buckle and the bags must be placed under their chairs. Furthermore, they should ensure that they do not have in their possession any unauthorized materials relating to the examination. Any candidate found to be in possession of such materials will be considered to be cheating.
- 1.3 Candidates shall be seated at least 5 minutes before the commencement of an examination. They must sit according to the seating plan.

- 1.4 Candidates must bring their Hong Kong identity cards and student identity cards to the examination. These documents should be placed on the top right hand corner of the desk for inspection by invigilators during the examination. A candidate shall be liable to expulsion from the examination room if the documents do not correspond to the person sitting the examination. Legal proceedings will be taken against both the candidate and the substitute in such cases.
- 1.5 Candidates shall provide themselves with the necessary writing and drawing instruments. They shall only use the mathematical or other tables provided where appropriate.
- 1.6 Electronic calculators may be used in an examination. Unless there are contrary instructions, all electronic calculators must be hand-held, self-powered, silent in operation and with neither printout nor graphic/word-display facilities. No external media associated with an electronic calculator, such as instruction booklets, magnetic cards or memory modules are allowed.
- 1.7 Candidates shall answer only on answer books, supplementary answer sheets and special answer sheets provided for the purpose. No pages shall be torn out of the answer books.
- 1.8 Eating, drinking and smoking are not allowed in the examination room.
- 1.9 No candidate shall start the examination until instructed to do so by the invigilator.

2. During the Examination

- 2.1 No candidate shall normally be admitted to an examination room 30 minutes or more after the start of the examination.
- 2.2 After the examination has been in progress for more than 30 minutes, candidates may be allowed to leave the examination room with the approval of the invigilator. However, candidates may not be permitted to leave the examination room in the final 15 minutes of the examination.

- 2.3 During the course of the examination, candidates who have a need to leave the examination room for a short while should be accompanied by an invigilator.
- 2.4 During the examination, there shall be neither communication between candidates nor any dishonest conduct. Candidates shall not do anything which causes unnecessary distraction to other candidates. Irregularities of any kind must be reported to the Department.
- 2.5 If candidates are suspected of cheating, the front cover of their answer book will be signed by the invigilator to indicate that the suspected cheating occurred. The candidates concerned will be allowed to continue the examination. However, any unauthorized materials will be taken from them. These candidates will subsequently be required to present themselves to a Disciplinary Hearing.
- 2.6 A reminder of the time remaining will be announced 30 minutes and again 5 minutes before the end of the examination.

3. At the End of the Examination

- 3.1 An examination shall not be extended beyond the scheduled time of ending to accommodate late arrivals.
- 3.2 At the end of the examination, candidates shall remain seated quietly until they are told to leave the examination room. They shall not take away any items issued by the invigilator out of the examination room, except for the examination papers. However, some examination papers, such as multiple-choice papers, may not be taken away.
- 3.3 Any complaint about the conduct of the examination shall be made in writing to the Department within 2 working days after the examination.

4. Arrangements during Bad Weather Conditions / in an Emergency

- 4.1 If a *pre-no. 8 special announcement/a typhoon signal no. 8 or above or red/black rainstorm warning signal is still in force at 6:15 a.m., 11:00 a.m. and 4:00 p.m., an examination scheduled for the morning session, afternoon session and evening session respectively will automatically be

postponed. Typhoons also refer to Tropical Cyclones.

- 4.2 Public announcements regarding arrangements for classes and scheduled examinations of the Hong Kong Institute of Vocational Education due to bad weather conditions will be made by the Vocational Training Council over radio and television at a time before students set out for classes. Such announcements will also appear on the VTC Homepage. In this connection, public announcements on postponement of examination or other matters of schools and post-secondary colleges made by the Education Bureau are not applicable to the Hong Kong Institute of Vocational Education. Any change of examination schedules due to bad weather conditions will be posted on the notice boards of the Campus Secretariat and/or VTC Homepage, as soon as possible.
- 4.3 In the event of a fire or other emergency, candidates should remain calm, and follow the instructions given by the invigilator.
- 4.4 If a red/black rainstorm warning signal is hoisted at the time when an examination is in progress, the examination session should continue and be completed.
- 4.5 If a *pre-no. 8 special announcement/a typhoon signal no. 8 is hoisted at the time when an examination is in progress, the examination session will be immediately suspended.

*Where possible, the Hong Kong Observatory will issue an early alert (i.e. a “Pre-No.8 Special Announcement”) within two hours of the hoisting of the No.8 Typhoon Warning Signal.