

### Student Conduct

#### Some Useful Hints

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- Familiarise yourself with the section on "[Rules on Academic Honesty](#)" of UOWCHK. All academic dishonesty behaviour in connection with assessments, in particular cheating in examinations, are serious offences and if substantiated, may lead to severe penalties.
- Before attending an examination, get your assigned seat number for that examination from your own personal examination timetable in Syllabus Plus.
- It is your responsibility to check with the teachers the items that are allowed to be brought to an examination. Use of unauthorized materials in an examination is considered as a form of academic dishonesty.
- You should bring your student ID card with you as a proof of identity when attending all examinations. If your student ID card is lost, please report to the General Office at Telford Annex immediately and apply for a replacement card.
- When attending examinations, you should put your belongings inside a bag which can be closed properly. You should avoid bringing valuable things to any examinations. The College is not responsible for any loss of property inside an examination venue.
- Make sure you arrive at the examination venue 10-15 minutes before the scheduled time. Extra time will not be allowed to those who arrive late. Those who are late by more than 30 minutes may not be allowed to take the examination.
- The invigilators will check the examination attendance register for students' eligibility to attend the examination. Students not on the register due to reasons such as withdrawal from studies, non-payment of tuition fees will not be allowed to attend the examination.
- You must write, in blue or black ink, legibly and clearly when answering examination questions. HB pencils must be used to complete multiple choice answer sheets. You may further consult your teachers on other specific writing instruments acceptable for individual examinations.

#### Student Conduct at Examinations

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- You must only bring with you materials permitted by the Course Leaders to the examinations. Refer to the Section "[Materials Permitted](#)" below.
- You will be asked to leave all your belongings and any unauthorized materials inside your bag which can be closed properly and place it in a designated place inside the examination venue as instructed by the Chief Invigilator.
- Mobile phones and all electronic devices (except those specifically permitted for individual examinations) should be switched off and put inside your properly closed bag during the whole examination.
- If any unauthorized materials, including all kinds of electronic devices with cellular connectivity, mobile applications installed or wireless technologies supported (e.g. mobile phone, tablet, smart watch, electronic dictionary, pager, MP3 player) irrespective of whether the devices are turned on or not and whether they contain material relevant to the examination or not, are found on you during an examination, you will be subject to disciplinary action which may lead to a failed grade in the concerned course.
- If you are allowed to use a calculator or other electronic devices in an examination, the College will specify the model and type of devices allowed to ensure fairness for all students taking the examination. Please refer to the Section "[Calculators](#)" below.

- You must bring with you your Student Identity Card and place it on the top right hand corner of your desk for checking by invigilators.
- Students should not take Library books to any open book examinations.
- You must start, and stop, writing as instructed by an invigilator. You have to observe the instructions given by the Chief Invigilator during the examination.
- You are not allowed to leave the examination venue during the first 30 and the last 15 minutes in an examination. If you must leave for an acceptable reason, you should seek the permission of an invigilator first.
- You must remain quiet for the entire duration of an examination except when you need to talk to an invigilator, in which case raise your hand first and remain in your seat for an invigilator to approach you.
- Smoking and eating are not allowed in the examination venue. You may bring a small (transparent) bottle of water for drinking provided that no disturbance is caused to other students.
- If you, for any reasons, suspect that an examination has not been conducted properly, you may write to the College Office outlining the case. This should be done within three working days after the conclusion of the examination concerned.

## Arrangements for Typhoons and Rainstorms

### Attending Examinations During Typhoons/Rainstorms

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- If a typhoon signal No. 8 or above / black rainstorm warning signal is issued *or* an “extreme condition”<sup>#</sup> announcement is issued by the Government after super typhoons before the start of examinations, **OR** the Hong Kong Observatory announces that a typhoon signal No. 8 or above will be issued within 2 hours, the examinations will be cancelled as follows:

Signal/Extreme condition/ Announcement Issued	At or after 7 am	Cancel <b>morning sessions</b> with commencement time before 2:00 pm
	At or after 12 noon	Cancel <b>afternoon sessions</b> with commencement time at or after 2:00 pm but before 6:30 pm
	At or after 4 pm	Cancel <b>evening sessions</b> with commencement time at or after 6:30 pm

- If a typhoon signal No. 8 or above / black rainstorm warning signal is issued **OR** the Hong Kong Observatory announces that a typhoon signal No. 8 or above will be issued within 2 hours **when the examinations are in progress, the examinations will continue unless the Chief Invigilators are advised by the College Office that they should be terminated.** For an emergency situation in the examination venue which poses immediate danger to students, the Chief Invigilator may terminate the examination.

<sup>#</sup> Under certain “extreme conditions” caused by super typhoons, such as serious disruption of public transport services, extensive flooding, major landslides or large-scale power outage, the Government will review the situation (including public transportation and other aspects).

### Other Adverse Weather Conditions and Announcements

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- In case of other inclement weather which would affect the normal operation of the College, an announcement will be made through the College's home page, the campus public address system as appropriate.
- Announcements made by the Government's Education Bureau affecting primary and secondary schools, post-secondary colleges and technical institutes, etc. do not apply to the College.

## Dates for Rescheduled Examinations

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- Contingency dates are pre-set for each examination period and venues booked in case any examination has to be cancelled and reheld.
- The timetable for rescheduled examinations arising from adverse weather conditions or any other reasons will be announced together with the examination timetable for each semester.

## Materials Permitted

- Students must only bring with them materials permitted by the Course Leaders to the examinations. It is the students' responsibility to check with the teachers for such items prior to the examination. They may also visit the College Office website for a list of materials and aids permitted for the examinations.
- Students have to put their personal belongings and any unauthorized materials inside a bag which can be closed properly and place it beside the aisles (in lecture theatre and classroom) / under their chairs (in Multi-purpose Rooms). If they cannot put their belongings and materials properly inside their bags, invigilators can ask the students to take them to the front of the venue.
- If any unauthorized materials, including all kinds of electronic devices with cellular connectivity, mobile applications installed or wireless technologies supported (e.g. mobile phone, tablet, smart watch, electronic dictionary, pager, MP3 player) irrespective of whether the devices are turned on or not and whether they contain material relevant to the examination, are found on you during an examination, you will be subject to disciplinary action which may lead to a failed grade in the concerned course.

## Calculators

### Use of Electronic Calculators in Examinations

- Where calculators are permitted for use in an examination, they must be one of those models approved by the College, unless otherwise advised by the teacher.
- Like any other materials brought into an examination, calculators are subject to inspection by invigilators. The use of unapproved calculator models will be regarded as use of unauthorised materials in an examination and will be considered as a form of academic dishonesty which may incur severe penalties.
- Click [HERE](#) for the "List of Approved Calculators for Examinations".