

# LINGNAN UNIVERSITY

## *University Examinations*

### **Instructions to Candidates**

1. Students must observe these instructions and the regulations governing the conduct of examinations.

#### **Responsibility to Attend Examinations**

2. Students are responsible for checking the dates, times and places for their examinations from the examination timetables, and for presenting themselves for examination at the designated place and time.

#### **Identification**

3. Students must bring to each examination their Student Identity Cards and place them on the top right hand corner of the desk for inspection by invigilators during the examination.
4. A student will be liable to disciplinary action, which may include expulsion from the University, if he/she impersonates another student or allows himself/herself to be impersonated by another student at an examination.

#### **Seating Arrangement**

5. Seating arrangement is posted at the entrance of the examination room. Students must sit in the seats allocated, unless otherwise directed by an invigilator.
6. Students' seat numbers will be announced in their personalised exam timetable 2 hours before the commencement of an examination. Students may also check their seat numbers at the covered foyer of the Patrick Lee Wan Keung Academic Building and outside the examination venue before the commencement of an examination.

#### **Entry to Examination Room**

7. Students should not enter the examination room until an invigilator tells them to do so, normally 10 minutes before the commencement of the examination.
8. Upon entering the examination room, a student is subject to the authority of the invigilator(s) and must act according to the instructions given.
9. Students should take up their seats according to the seating arrangement and should not leave their seats without the permission of an invigilator.
10. Students should place on their desks only the stationery and approved equipment which are required for the examination. They should leave their other personal belongings in other places specified by the invigilator(s).
11. Students are required to put their personal belongings (including any electronic/communication devices) under their chairs in a position visible to the invigilators.
12. Students should refrain from bringing along valuables to the examination venues.

#### **Use of Materials and Equipment**

13. Students should provide themselves with the necessary writing and drawing tools.
14. All questions at a written examination must be answered on answer books, supplementary sheets and other materials provided by the University for the purpose.
15. Students should not turn over question papers or start working until the chief invigilator tells them to do so.

16. Students must not remove from the examination room any materials provided by the University for use in examinations.
17. Students at any examinations must not make use of any paper, books, notes, dictionaries, instruments, electronic/communication devices (such as mobile phones and smart watches), aids or other materials, unless expressly approved in the instructions of the examination paper concerned. All electronic/communication devices must be switched off.
18. Chief Invigilators have the authority to ask a student with a ringing mobile phone to leave the examination venue and the student will not be allowed to return.
19. Details of any such materials and aids which may be permitted in the examination will be notified to students in advance by the examiners.
20. Where electronic calculators are permitted for use in an examination, they should be hand-held, self-powered, silent in operation, and non-programmable unless expressly allowed. They should not in any case possess any word-display or graphical functions. Students are not allowed to use any external media associated with an electronic calculator, such as instruction booklets, magnetic cards or memory modules. Students should ensure that their calculators are in working order and have sufficient power supply.
21. All approved materials and aids are subject to inspection by the invigilator(s).

#### **Late Arrival**

22. Students who arrive late may not normally be admitted to the examination room after an examination has been in progress for more than 30 minutes.
23. Under exceptional or extenuating circumstances, a student may be admitted at the discretion of the invigilator/chief invigilator later than 30 minutes after the commencement of an examination, provided that no student has left the examination room.
24. No extra time should be given to latecomers.

#### **Leaving the Examination Room During an Examination**

25. Except in cases of illness or for a valid cause, a student is not permitted to leave the examination room during the first 30 minutes after the commencement of an examination and during the final 15 minutes of an examination.
26. A student who wishes to leave the examination room and who does not wish to return must first seek the permission of an invigilator, who will collect the student's script. A student whose script has been collected is not permitted to continue with the examination. When leaving the examination room, the student must take care not to disturb other students.
27. Except for a valid cause, a student is not permitted to leave the examination room temporarily; however, if a student who needs to leave the examination room temporarily for any good reason but who intends to return to complete the examination must first seek the permission of an invigilator. An invigilator or a deputed person will accompany the student at all times during his/her absence from the examination room. The student should not be given compensatory time for the period he/she is absent from the examination room.
28. If a student wishes to leave the examination venue temporarily during the examination (e.g. to visit the washroom), he/she should:
  - raise his/her hand and wait for an invigilator to seek permission for temporary departure from the examination venue;
  - wait until an invigilator of the same gender is assigned to accompany him/her throughout his/her absence from the examination venue; and
  - write down the departure time and returning time on a record form.

29. Before leaving the venue, the student should have placed his/her personal belongings (including electronic/communication devices e.g. mobile phones) under his/her chair in a position visible to invigilators. A student in possession of any unauthorised material (including electronic/communication devices) is considered to be cheating.
30. Normally at most two students are allowed to leave the examination venue at one time and the students need to wait until there are suitable invigilators to accompany them.
31. A student who leaves the examination room without the permission of an invigilator will not be re-admitted to the examination room and his/her script will be immediately collected by the invigilator.

### **Conduct of Students**

32. Students must comply with all instructions given by an invigilator.
33. Students must observe silence within the examination room except when needing to communicate with an invigilator, and must not cause any unnecessary distraction to other students (for example, by leaving mobile phones and pagers on during examinations). An invigilator may order a student to discontinue the examination and leave the examination room if the student, having been warned, persists in causing disturbance to other students.
34. Students must not smoke, eat or drink in the examination room.
35. Students must not start writing until given permission to do so by an invigilator.
36. During an examination, a student must not communicate in any way with another student, must not give or receive any information, material or aid in any form to or from another student, nor make use of any material or aid not approved for that examination.
37. A student who performs any one of the following during an examination is considered to be cheating:
  - (a) possessing or using any unapproved material;
  - (b) communicating with another student;
  - (c) copying from another student or allowing another student to copy;
  - (d) obtaining an unseen written examination paper before the examination;
  - (e) impersonation of or by another person;
  - (f) using mobile phones, pagers or any electronic/communication devices unless expressly approved in the instructions of the examination paper concerned; and
  - (g) any other form of dishonest practice.
38. Any student who is suspected of cheating will be so informed on the spot by the invigilator, who will remove any unapproved materials found. The student will be allowed to finish the examination but should be warned that he/she may be disqualified from that examination and that disciplinary action may be taken against him/her.
39. A student considered to have cheated in examination should be given a zero mark for that particular examination paper, and the Board of Examiners concerned has the discretion to impose a penalty on the student by revising downward the overall course grade.

### **End of Examination**

40. At the finishing time of an examination, the invigilator/chief invigilator will make an announcement and instruct students to stop writing.
41. Students must ensure that all loose pages are securely fastened to the answer book and that their student numbers and seat numbers are written on the answer book and all

supplementary sheets.

42. In case a student has not written his/her student number and seat number on the answer book after the invigilator/chief invigilator has instructed candidates to stop writing, he/she should ask the permission of an invigilator to do so.
43. Students must remain seated in silence until the invigilator(s) has (have) collected all the answer books and asked them to leave.
44. It is the responsibility of the student to ensure that all work which is to be considered by the examiner is handed in. No work which is removed by the student from the examination room will be considered by the examiner.

### **Emergencies**

45. In case of adverse weather and other situations of emergency, please refer to the “Bad Weather Arrangements for Classes/Activities and Examinations” available at [https://www.ln.edu.hk/f/upload/44088/badweather\\_arr.pdf](https://www.ln.edu.hk/f/upload/44088/badweather_arr.pdf).

### **Supplementary Assessments**

46. A student who fails to attend a test or an examination without a good reason will not be given marks for that test or examination and no supplementary assessment will be given.
47. A student who is unable to attend or to complete any scheduled examinations due to unavoidable circumstances, such as illness, family bereavement, accident, etc., or has reasons which satisfy the Board of Examiners and is able to produce documentary support may be given supplementary assessment(s).
48. A student who wishes to apply for a supplementary assessment should make the application at the earliest possible moment and no later than one week after the examination concerned was held. Please see Section 7 of the Regulations Governing University Examinations for more details.

### **Release of Assessment Results**

49. Assessment results are disseminated via the web for students’ easy access. The dates of release of assessment results are published on the Registry web page at the beginning of each academic year.
50. Students are allowed to see their examination scripts in the presence of the teacher concerned, but the scripts remain the property of the University.

### **Review of Grades and Reassessment**

51. An appeal for review or reassessment must be made within 5 working days from the release of preliminary examination results. A deposit is required for each appeal. The deposit will be refunded if the appeal results in a change to the grade.
52. Results of appeals will be determined within 7 working days from the day when the application is lodged.

### **Academic Calendar and Important Dates for Examinations and Assessment**

53. The Academic Calendar and important dates for examinations and assessment are available on the Registry intranet at <https://www.ln.edu.hk/reg/useful-links/academic-calendar> and <https://www.ln.edu.hk/reg/undergraduate-programmes/important-dates> respectively.