Mid-Year Examination Directives for Students - F. 3, 4 & F. 6

1. Students are requested to remove all books and personal belongings from their desks, cupboards and bookshelves on the last day of class before the exam.

2. No books, notes, papers or pencil cases may be taken into the exam centre. A clear plastic bag may be used if desired.

3. Students should pay attention to the starting time of each exam that may be staggered. Throughout the exam, students will be seated according to the invigilator's instruction.

4. 15 minutes before the starting time, a hand bell will ring, and students are to line up quietly, in alphabetical order and according to form and section starting with the A class.

<table>
<thead>
<tr>
<th>Form</th>
<th>Exam Centre</th>
<th>Line Up Area</th>
<th>Proceed to Exam Centre Via</th>
<th>Place for Belongings</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>G/F Auditorium</td>
<td>Staircase leading to Auditorium and in front of the Office</td>
<td>Under the chair in the examination centre as in the public examination.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>4/F Hall</td>
<td>Covered Playground</td>
<td>Tuckshop Staircase</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>4/F Hall</td>
<td>Corridor outside the examination centre</td>
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</tbody>
</table>

5. Books and other personal belongings should be put inside a bag and placed under the chair in the exam centre. No bags should obstruct the aisle. Mobile phones should be shut off and placed on top of the bags.

6. A clear pencil case/box may be used, otherwise the pencil case/box should be removed.

7. Students may use electronic calculators specified by the H.K. Exam Authority in an exam provided that the calculators are battery-powered, silent in operation and with neither printout nor word-display facilities. Calculators brought into the exam centre are subject to inspection and, in case of doubt, may be taken away for inspection.

8. Electronic dictionaries are forbidden.

9. Absolute silence should be observed in the exam centre at all times. A student who even appears to be communicating with another student may risk disqualification.

10. Once the exam has started, students will not be allowed to leave the exam centre until the end of the exam.

11. Students should bring in their own stapler if necessary.

12. In the interval between exams, all students should leave the exam centre quietly and proceed to the ground floor.

13. Students not taking a particular exam need not return to school on that day.

14. Examinations disrupted by inclement weather will be rescheduled on the immediate Saturday if weather permits. If disruption occurs towards the end of the examination period, the examination will be held on the first school day after the scheduled exams.

15. "Students will not be penalized if they arrive late or cannot attend school because of exceptional poor weather or traffic conditions (e.g. land slide or floods)"

(a) Students should take the initiative to inform teacher of the reasons and the invigilator will extend your examination time accordingly.

(b) At the end of the exam, students should put down the reason for lateness on a form provided.

PW:hs
5-12-2006
Forms 4

Lines in Covered Playground

4/F Hall

1st

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4A 4B 4C 4D

Form 4 will use the tuckshop stairs