

IGCSE & GCE AS/A LEVEL EXAMINATION RULES AND REGULATIONS FOR FORM 5 HKDSE STUDENTS

Please read these notes very carefully and familiarize yourself with the CIE and Edexcel rules and regulations for the IGCSE and GCE AS/A level examinations.

A. Study Leave

1. Study leave is granted to provide students with a concentrated period of time to prepare for the public examinations so that you are able to perform to the very best of your ability.
2. Form 5 HKDSE students are only permitted **one day study leave** before any IGCSE or GCE AS/A level examination, except for exams on a Monday. If you have an examination in either the AM Session or the PM Session, you are permitted to stay at home and revise the day before. However, since study leave inevitably involves missing valuable instruction time, you are advised to miss as few lessons as possible.
3. Students on study leave may choose to (a) attend regular lessons, or (b) come to school to revise in the SLC or in the Library, or (c) a combination of both.
4. Students on study leave must **sign the attendance register** in the General Office on arrival at school. This is to ensure that we know which students are in school in the event of a fire. (NB. It is not necessary to sign the attendance register if you are coming to school to sit an examination.)
5. Students on study leave are not expected to go to Class Teacher period.
6. Study leave is not counted as being absent from school and a parent's letter is not required.
7. After your last examination has finished on any particular day you must **return to your normal lessons**, as soon as the next period begins. If you have an examination on the next day and are entitled to study leave, you may choose to revise in school or at home. Students choosing to go home must **sign out** in the General Office and collect an **early leave slip**. Once you have left the school premises, you will not be permitted to return.
8. Full school uniform **must** be worn when coming to school to revise, attend extra classes, ask questions, or to sit examinations. Students not wearing full school uniform will be asked to go home.

B. On the Day of the Examination

1. According to Cambridge International Examinations (CIE) regulations, all students taking examinations must be under **FULL CENTRE SUPERVISION** in from the **KEY TIME** until the examination starts.
 - a. The Key Time for the **AM SESSION** is **9:00 AM**.
 - b. The Key Time for the **PM SESSION** is **1:00 PM**.

2. Candidates **must** be in the **Examination Room** or the **Quarantine Room** by **9:00 AM** for *any* examination in the AM Session and **1:00 PM** for *any* examination in the PM Session.
3. Any candidate arriving after these **KEY TIMES** may **not** be permitted to take the examination. Even if permission is granted to take the examination, the late arrival has to be reported and CIE may decide **not** to mark the paper(s).
4. Candidates are therefore strongly advised to arrive at school **at least 30–45 minutes before the key time**, i.e. by **8:30 am** for *any* examination in the AM session and **12:30 pm** for *any* examination in the PM session.
5. The rules for Edexcel examinations are different because there are no key times. Students must arrive at the Examination Room at least 15 minutes before the examination is due to start. You are advised to check the Examination Timetable very carefully to see where you are supposed to be and at what time.
6. If you are sick or you think you might be late on the day of the examination, please call the school immediately on 29888123.
7. If you miss an examination for any reason, you will have to wait until next year to take it again. The school is not permitted to schedule examinations at any other time than what is stated on the published Examination Timetable. (NB. Some examinations take place on public holidays.)
8. In the event of bad weather (e.g. Typhoon signal number 8, etc.), check the school website for any announcements.

C. **On Arrival in School**

1. Check the sign in the lobby for the location of the Examination Room(s) and/or the Quarantine Room(s).
2. Check the seating plan, which will be displayed in the covered playground and outside each Examination Room. You need to memorize your candidate number.
3. **Before** proceeding to the Examination Room all candidates must first leave bags in the designated drop-off area, which will usually be the SLC. **Do not leave any valuables in your bag.**

D. **Reporting to the Examination Room**

1. Report to the Examination Room at least **15 minutes** before the key time, i.e. at **8:45 am** for *any* examination in the AM session and **12:45 pm** for *any* examination in the PM session.
2. Line up by row number and wait in silence to be admitted to the Examination Room.
3. **Mobile phones must be handed in before you enter the Examination Room.** Use

the plastic bag and name card provided and remember the row letter of the phone box. Mobile phones can be collected after the examination, unless you have another exam in that session.

4. Any student found to be in possession of a mobile phone in the Quarantine Room or the Examination Room may be **disqualified** from *all* examinations in that session. This rule applies even if the mobile phone is switched off.

E. In the Examination Room

1. Candidates must be **absolutely silent** in the Examination Room at all times. **No communication of any kind is permitted**. Do not even look around and make eye contact with other candidates. An examination is deemed to be in progress from the time the candidates enter the Examination Room until all the scripts have been collected.
2. Candidates may take into the Examination Room only those articles, instruments or materials which are expressly permitted in the rubric of a question paper, stationery list or in the syllabus booklet for the subject being examined. Unauthorized materials include calculator cases, instruction leaflets, school bags, non-transparent pencil cases, personal TVs, computers of any sort, electronic or radio communication or recording devices, mobile telephones, cameras, Bluetooth headsets or portable music players (this is a non-exhaustive list).
3. Possession of unauthorized material by a candidate during the examination is a serious breach and may result in forfeiture of examination grades.
4. Candidates are only permitted to take the following items into the Examination Room: student ID card and stationery in a transparent pencil case (i.e. a zip-lock bag.)
5. Place your student ID card face up in the right-hand corner of the desk.

F. Reporting to the Quarantine Room

1. If you have an examination in either the AM session or the PM session that starts after the key time, you **must** go to the Quarantine Room. The location of the Quarantine Room will be shown on a sign in the lobby each morning.
2. Report to the Quarantine Room **15 minutes** before the key time, i.e. at **8:45 am** for *any* examination in the AM session and **12:45 pm** for *any* examination in the PM session.
3. As soon as you enter the Quarantine Room, sign the attendance register and put your mobile phone in the box provided. Mobile phones can be collected after the examination.
4. Any student found to be in possession of a mobile phone in the Quarantine Room or may be **disqualified** from *all* examinations in that session. This rule applies even if the mobile phone is switched off.

5. Students must remain in the Quarantine Room under **full centre supervision** until 10 minutes before the examination, when you will be escorted to the examination venue by an invigilator.
6. Students are **not** permitted to leave the Quarantine Room, unless accompanied by a member of staff. Only one student at a time is permitted to go to the washroom. Students are therefore advised to go to the toilet before the key time.
7. Students are **not** permitted to use computers during the period of full centre supervision. Any student found using a computer may be **disqualified** from *all* examinations in that session.
8. Students are expected to revise while waiting in the Quarantine Room. All revision materials must be packed away in a bag and left in the Quarantine Room. Bags can be collected after the examination.