

**HONG KONG INSTITUTE OF VOCATIONAL EDUCATION
(KWAI CHUNG)**

Evening Class Administrative Circular No. 8/08-09
THE AUTUMN SEMESTER EXAMINATION 2008/2009

The Autumn Semester Examination for evening classes will be conducted from 12 Jan to 23 Jan 2009. Lecturers are requested to inform their students well in advance the dates of respective examinations.

2. **Guidelines on the Conduct of Examinations for Invigilators** (an invigilator check list is given at Appendix A)

2.1 Notes for Invigilators on the Conduct of Examinations

- 2.1.1 Invigilators are requested to check carefully the time, place and class assigned for their invigilation and should be present in the examination venue on time.
- 2.1.2 Any error in an examination paper which is identified during or just before the examination must be reported to the Departmental Examination Officer and Course Leader. Candidates should be informed of the amendments to be made.
- 2.1.3 No explanation of any kind should be given about the question papers. If a candidate asks a question about an examination question paper, and suggests there is an error, invigilators should reply along the following lines: 'I am not allowed to say anything about the examination questions. You should carry on and do the best you can. If you wish, I will make a report about your query.'
- 2.1.4 Invigilation is the responsibility of the staff member assigned with the duty.
- 2.1.5 Invigilators shall remain in the examination room/hall, and exclusively devote their attention to the conduct of the examination.
- 2.1.6 No invigilator shall arrange any substitute without knowledge/prior approval of the Departmental Examination Officer and Course Leader. An Invigilator should not leave the examination venue unattended.

2.2 Before Commencement of the Examination

- 2.2.1 Study the Examination Regulations carefully in order to facilitate the smooth running of the examination.
- 2.2.2 Study the document on the "Examinations and In-course Assessments – Definition of Cheating" and study the "Guidelines on Penalties for Established Cases of Cheating at Examinations/Assessments".
- 2.2.3 Prepare and post up a seating plan at the examination venue well before examination commences. Prepare an Attendance Register showing student names and HKID No. (partly shown) or Student ID No. for easy checking of attendance during examination.
- 2.2.4 Collect the examination question papers and all other examination materials at least

15 minutes prior to the examination following CS/ESU/departmental procedures. On receiving the packet of examination question papers, check that the seal is intact.

- 2.2.5 Arrive / Report at the examination room/hall at least 10 minutes before the examination is due to begin.
- 2.2.6 Distribute examination question papers and answer books not more than 10 minutes before the start of the examination. In the case of a hall with a large number of candidates the question papers and answer books may be distributed about 15 minutes before the candidates are admitted to the examination venue.
- 2.2.7 Indicate to candidates when they may enter the examination room/hall. Candidates shall be seated at least 5 minutes before the commencement of an examination.
- 2.2.8 Check that candidates are correctly seated according to the seating plan.
- 2.2.9 Check that candidates use only authorized materials e.g. mathematical tables or electronic calculators of approved models during an examination. An approved list of electronic calculators will be provided/posted up in the examination room/hall by departments. 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. 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.
- 2.2.10 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. If there is not sufficient time to completely check the details of such materials before the commencement of the examination, the invigilator should continue the checking immediately after the commencement of the examination.
- 2.2.11 Read aloud the statements in **Appendix B1** to remind candidates of the Examination Regulations governing the conduct of examinations, and that appropriate disciplinary action will be taken in case of violation of any of these regulations.
- 2.2.12 Remind candidates that they should put down their names and student numbers on the answer books.

2.3 During the Examination

- 2.3.1 To clarify with the Module Invigilator to answer students' enquiries, if any, on possible error and queries in examination papers.
- 2.3.2 The invigilator should keep a vigilant eye over the students throughout the examination and should pay full attention to the students to cater for their needs.

- 2.3.3 Announce the start of the examination to candidates at the appointed time. If any reason the examination starts late, ensure that the full allotted time is allowed.
- 2.3.4 Allow candidates to enter the examination room/hall up to 30 minutes after the start of the examination. No candidate shall normally be admitted to an examination room/hall 30 minutes or more after the start of the examination. A record of candidates arriving late should be kept (**Appendix C**). Candidates arriving late must complete the examination by the designated time. No candidates shall be permitted to leave the examination room/hall during the first 30 minutes and the final 15 minutes of the examination.
- 2.3.5 Check the attendance against the Attendance Register after the examination has been in progress for half an hour. Verify candidates' Student Identity Cards or Hong Kong Identity Cards.
- 2.3.6 Check that the 'Examination Regulations' are observed. Report on all cases of suspected cheating found during examination (using the form at **Appendix D**). Retain the evidence, if any, and attach it to your report. Allow the candidates concerned to continue with the examination provided that they do not cause any disturbance to the other candidates.
- 2.3.7 Arrange a nominated staff to accompany the candidate who has a need to leave the examination room/hall for a short while. A record of candidates leaving the examination room/hall temporarily during examination in progress should be kept (**Appendix E**).
- 2.3.8 Announce the time remaining at 30 minutes, 15 minutes and 5 minutes before the end of the examination.
- 2.3.9 Collect the answer books and other stationery from unoccupied desks.

2.4 End of Examination

- 2.4.1 Read aloud the statement at **Appendix B2**.
- 2.4.2 Collect answer books and count them to ensure that the number of answer scripts tallies with the number of candidates. Put the answer books in sealed envelope(s) provided and return the answer books according to the guidelines issued by CS/ESU/dept.
- 2.4.3 Dismiss candidates.
- (i) After collecting all the answer books, the invigilator should instruct his/her students to leave the examination room/hall quietly as soon as possible after packing all their belongings.
 - (ii) Before leaving the examination room/hall, the invigilator should ensure that the examination room/hall has been cleared.
- 2.4.4 Fill in an "Invigilation Report" per examination venue given at **Appendix F**.

3. Action to be taken if a candidate forgets to bring along his/her Student ID Card/HKID Card

- 3.1 If a candidate forgets to bring along his/her Student ID Card, the invigilator should verify the candidate's identity by checking the candidate's Hong Kong Identity Card. If the candidate is unable to produce his/her Hong Kong Identity Card, an invigilator / lecturer who knows the candidate should help identify the candidate. If verification is done, the invigilator should inform the candidate of his/her student number as printed in the attendance sheet, and make sure that this number is put down correctly on the answer book.
- 3.2 If a candidate cannot be identified through the above means, the following steps should be taken:
- He/She makes a phone call to ask someone to bring his/her Hong Kong/Student Identity Card to the examination room/hall before the end of the examination.
- OR
- He/She may ask a student in the examination room/hall to witness his/her identity and sign on the form at **Appendix G**. He/She is required to report to his/her Head of Department within 2 working days to produce his/her Student Identity Card and sign angina for verification to complete the confirmation.
- 3.3 The candidate is allowed to take the examination as normal.
- 3.4 The incidence should be recorded.

4. Proper way of handling suspected cheating cases in examinations

- 4.1 Please refer to **Appendixes H and I** for "Examinations and In-course Assessments – Definition of Cheating" and "Guidelines on Penalties for Established Cases of Cheating at Examinations/Assessments".
- 4.2 If a candidate is suspected of cheating, he/she should be informed by the invigilator that a formal report will be submitted to the relevant Head of Department for further investigation and that he/she may be required to attend a Disciplinary Hearing.
- 4.3 The front cover of the candidate's answer book should then be signed by the invigilator to indicate that the suspected cheating occurred. This answer book should be removed from the candidate.
- 4.4 Any documentary evidence of cheating and/or unauthorized materials will be removed from the candidate and submitted to the Head of Department together with the report.
- 4.5 The candidate concerned will be given a new answer book and be allowed to continue the examination in the normal manner.
- 4.6 A report of the incidence will be lodged with the relevant Head of Department.

5. Arrangements in the event of fire alarm

- 5.1 When the fire alarm sounds continuously during an examination, students and staff should evacuate the examination room/hall immediately following the escape route posted up in the examination room/hall.
- 5.2 The examination will become void and another examination will be arranged for the candidates concerned.
- 5.3 If the examination is a common one held at more than one campus, then only students from the campus having the fire alarm will need to take the new examination. The examinations held in other campuses remain valid. Whether some moderation of marks is required for the two different question papers will be subject to the recommendation of the Board of Examiners concerned.
- 5.4 If it is deemed to be safe to return to the examination room/hall, invigilators will collect all question papers and answer books and return them to the department(s) concerned.

6. Arrangements during adverse weather conditions

6.1 When typhoons affect Hong Kong, the following general arrangements will apply:

Typhoon Signal	Action to be taken by IVE Campuses
No. 1	To operate as normal
No. 3 (a) (1) Issued or in force at 6:15 a.m. or thereafter	To operate as normal
(b) Issued when classes or examinations* are in session	
No. 8 or above (a) In force or issued at 6:15 a.m. or before 11:00 a.m.	Morning Session (classes and examinations* scheduled between 1:30 p.m.) to close.
(b) In force or issued at 11:00 a.m. or before 4:00 p.m.	Afternoon Session (classes and examinations* scheduled between 1:30 p.m. and 6:30 p.m.) to close.
(c) In force or issued at 4:00 p.m. or thereafter	Evening Session (classes and examinations* that start after 6:30 p.m.) to close.
(d) Issued when classes or examinations* are in session	All classes or examinations* will be immediately suspended for the session.
(e) Issued before start of examinations*	Examinations* to be held in that particular session should be postponed.
Lowering to No.3 or below or lowering all signals at any time	All classes or examinations* to resume with the next session unless road or other conditions remain adverse.

(Remark: Examinations refer to internal examinations of IVE.)

In Times of Typhoons Approaching During Class Period

When the Hong Kong Observatory announces that typhoon signal No. 8 or above will be hoisted within 2 hours, all activities of campuses including examinations will immediately be suspended.

6.2 When rainstorm signed is issued, the following arrangements will apply:

Rainstorm Warning Signal	Action to be taken by IVE Campuses
AMBER	To operate as normal
RED/BLACK: (a) In force or issued at 6:15 a.m. or before 11:00a.m.	Morning Session (classes and examinations* scheduled between 8:30 a.m. and 1:30 p.m.) to close.
(b) In force or issued at 11:00 a.m. or before 4:00 p.m.	Afternoon Session (classes and examinations* schedule between 1:30 p.m. and 6:30 p.m.) to close.
(c) In force or issued at 4:00 p.m. or thereafter	Evening Session (classes and examinations* that start at or after 6:30 p.m.) to close.
(d) Issued when classes or examinations* are in session	All classes or examinations* should continue (except those take place outdoors) until the end of the session, and if it is the end of the school day or RED/BLACK signal is still in force, students should be advised to return home only when conditions are safe. Remarks: If students are not yet in the campus premises due to difference in class timetables, they should stay home or take shelter in a safe place. For classes and examinations conducted outdoor, the responsible staff on the spot should suspend the activities immediately and ensure that all students are taken shelter in a safe place.
(e) Issued before start of examinations*	Examinations* to be held in that particular session should be postponed.
Lowering to AMBER or all signals at any time	All classes or examinations* to resume with the next session unless road or other conditions remain adverse.

(Remark: Examinations refer to internal examinations of IVE.)

6.3 Public announcements about closure of campuses/centres and /or postponement of internal examinations due to adverse weather conditions will be made by the VTC through the Government's Information Services Department over radio/TV stations. As far as possible, the announcement will be made not later than:

- 6:15 a.m. for morning session;
- 11:00 a.m. for afternoon session; and
- 4:00 p.m. for evening session.

Such announcements are also announced through the VTC Internet (www.vtc.edu.hk) and the Interactive Voice Response System (IVRS) of the VTC Tower. Please note that announcements made by the Education and Manpower Bureau about schools do not apply to the IVE. If VTC announcement is not heard on radio, television, VTC Tower's IVRS, or not found in VTC Internet, students should follow the arrangements set out above.

7. Subject lecturers are required to mark the answer scripts for the subject they teach according to the marking scheme. The completed mark sheet, the marked student answer books and the Record of Work should be returned to the respective Evening Class Organizer within 7 days after the date of examination.
8. Please note that 2 Saturdays (17th Jan & 24th Jan 2009) have been reserved for the contingency purposes such as fire/typhoon/rainstorm that caused disruption to the schedule of the final examination. **The concerned subject would be conducted on the forthcoming reserved Saturday with the same time, venue, invigilator, examination supervisor, etc.** Please highlight this important note to your students accordingly.
9. Please bring along this circular for quick reference during the examination period.

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