


## Examination Arrangement<sup>#</sup>

### (i) Make-up Examination

1. The School normally does not entertain requests from individual students for change of examination date/time.
2. If students are unable to attend an examination due to extenuating circumstances, an application for make-up examination should be submitted to the Registry **prior to the scheduled examination**. For an emergency situation that occurs on the day of examination and results in the absence of students in the examination, an application for make-up examination should be submitted **within 1 week after the scheduled examination**. All applications should be accompanied by valid supporting document(s) to certify that the students are unable to attend the scheduled examination, for example, an employer's letter in case of a business trip, or a medical certificate recommending for sick leave on the date of the missed examination by a qualified medical practitioner in case of illness or injury. A handling fee of HK\$200\* per course will be charged. The School will not accept applications on the ground of travelling.
3. A course may end at a date later than it is originally scheduled owing to reasons such as postponement of classes/examination due to adverse weather or the instructor's leave of absence. The School will normally not accept any applications for make-up examination if the concerned examination has been postponed for not more than two weeks.
4. Upon approval of an application, the student concerned will be notified of the date and time of the make-up examination.
5. Attending a make-up examination will not be counted towards attendance rate.
6. Make-up examination of the Spring Term 2024 will be arranged on 28 September 2024 (Sat). Approved students are required to attend the make-up examination on the designated date while no further examination will be arranged if students are absent from the make-up examination as scheduled. The handling fee will not be refunded.
7. The application form for make-up examination can be downloaded [here](#) .

**(ii) Supplementary Examination (Applicable to Students of Certificate & Diploma Programmes Only)**

1. Students who fail in an examination may be recommended by the School to sit for a supplementary examination. The School will inform those students individually. Students should follow the procedures and submit a non-refundable handling fee by a date specified by the School. No further examination will be arranged if students have not completed the procedures by the deadline or are absent from the scheduled supplementary examination.
2. Students are allowed to take supplementary examination for a maximum of one course per term. Students who obtain a passing mark in the supplementary examination will pass the course and Grade D is the maximum grade for the course after the supplementary examination.
3. Students who fail the course after supplementary examination will have to pay the tuition fee to retake the course. However, there is no guarantee that the relevant courses will be offered in the next term. In this light, students may have to extend their study period or even be unable to complete the entire programme. Moreover, the related course contents and tuition fee are subject to change.
4. Students who are permitted to attend the make-up examination of a course but fail the course will not be allowed to take the supplementary examination of that course.
5. Supplementary examination of the Spring Term 2024 will be arranged on 28 September 2024 (Sat). Approved students are required to attend the supplementary examination on the designated date while no further examination will be arranged if students are absent from the supplementary examination as scheduled. The handling fee will not be refunded.

# Students with disabilities or special education needs who require special examination arrangements may contact the School Registry before course commencement.

## Examination Regulations




1. Students will not be allowed to enter the examination venue after the first 30 minutes^ of the examination.
2. Students are not allowed to leave the examination venue after they enter the examination venue (except with the permission of the invigilator) during the first 30 minutes^ and the last 15 minutes^ of the examination.
3. Before entering the examination venue, students must make sure that unauthorized articles/items (e.g. books, manuscripts, notes, papers and all kinds of electronic/communication devices, including smart watches) are taken out from their pockets and placed inside their bags. All electronic/communication devices must be turned off.
4. Once they enter the examination venue, students should place their bags under their seats immediately. They should also make sure that no unauthorized articles/items are put on the desk unless prior approval is given by the invigilator. For open-book examinations, students are only allowed to bring those authorized materials to the examination venue.
5. Students should place their stationery on the desk and their pencil case/box under the seat.
6. Students must bring their Student ID Card (or HKID Card) and put it at the top right-hand corner of the desk throughout the examination. Students without any such identification may not be allowed to sit for the examination.
7. Students must follow the invigilator's instructions throughout the examination.
8. Students should remain absolutely silent once they enter the examination venue. They must not talk to or disturb other students. If they have questions, they should put up their hands and wait patiently for an invigilator.
9. Students must not turn over the pages of the examination question paper and must not start working until they are instructed to do so.
10. Students who wish to leave the examination venue temporarily during an examination session must:
  - a. raise their hand and wait for an invigilator;
  - b. leave only with the approval of the invigilator.

Before students leave the venue, the invigilator has the right to check whether any unauthorized articles/items have been placed in their pocket(s).

11. Students who have completed their examination and wish to leave the venue early during an examination session must:
- first check the answer book(s) and papers that bear their names, student numbers, course title and section code (even if no attempt has been made to answer any questions);
  - raise their hand and wait for an invigilator;
  - leave only with the approval of the invigilator.
12. At the end of the examination, students must:
- promptly stop writing, put their pens down at once, remain seated and wait silently until the invigilator has collected all answer books;
  - leave only when the invigilator tells them to do so;
  - not remove anything from the examination venue except personal belongings and the question papers (if allowed).
13. Students who commit any of the following offences are subject to disciplinary action or disqualification.
- copying other students' work or any form of cheating inside or outside the examination venue;
  - having unauthorized articles/items on the examination desk, in the pockets or on their body after entering the examination venue and during the examination session;
  - removing articles/items other than personal belongings from the examination venue;
  - leaving the examination venue without permission;
  - disobeying instructions of an invigilator.

^ The duration may vary between different courses.

## Certificates Issuance

1. For courses which specify “only Certificate of Attendance will be issued”, Certificates of Attendance are issued to students who have attained an attendance of 70% or above. For all other courses, Certificates for Course are issued to students who have attained a passing grade and the above-mentioned attendance rate. Details of QR registration will be shown on the certificate if a course has been registered on the Qualifications Register (QR). Class rosters are the official records for attendance calculation.
2. Students of the Spring Term 2024 who are eligible for the award of certificates would receive their certificates at the addresses provided on the Short Courses Application Forms by ordinary mail **after 16 August 2024**. For any updates of correspondence address, a completed form of [Application for Amendment of Student Personal Data](#) , together with a copy of HKID card/registration slip should be returned to the School Registry **on or before 1 August 2024**.
3. A handling fee of HK\$30\* would be charged for the request for delivery of certificates by registered mail. A completed form of [Application for Delivery of Certificate\(s\) by Registered Mail \(Short Courses\)](#) , together with a copy of HKID Card/registration slip and a crossed cheque payable to “Hong Kong Baptist University” should be returned to the School Registry **on or before 1 August 2024**.
4. For any claim of loss of certificate(s) due to postal problem, a completed form of [Application for Re-issuance of Certificate\(s\) \(Short Courses\)](#) , together with a copy of HKID Card/registration slip should be returned to the School Registry **between 1 September and 31 October 2024**.
5. Only a Statement of Study would be issued to students who request for certification of results **after 31 October 2024**. A handling fee of HK\$70\* would be charged.
6. Students of the Spring Term 2024 may check their final results (indicating pass or fail), types of certificates to be awarded, certificates delivery status, dispatch date and procedures for the application for reassessment of results on the SCE website at [https://hkbusce.hk/pte\\_results](https://hkbusce.hk/pte_results) **between 16 August and 31 October 2024**.

\* All fees are subject to change without prior notice and are non-refundable.