

## Examination Arrangement#

### (i) Make-up Examination

1. The School normally does not entertain request from individual students for alteration of examination date / time.
2. If a student is unable to attend an examination due to extenuating circumstances, a request for make-up examination should be submitted to the Registry **prior to the scheduled examination**. For emergency situation that occurs on the day of examination and results in a student's absence 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 student is unable to attend the scheduled examination, for example, an employer's letter in case of a business trip, a sick leave certificate issued by a medical practitioner in case of illness. A handling fee of HK\$200\* per course will be charged. The School will not accept application 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 would 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 application, the student concerned will be notified of the date and time of the make-up examination.
5. Make-up examination of Summer Term 2019 will be arranged on 21 Dec 2019 (Sat). Approved students are required to attend the make-up examination on the designated date while no further examination will be arranged for a student if he / she is absent from the make-up examination as scheduled. The application fee will not be refunded.
6. The application form for make-up examination can be downloaded [here](#).

**(ii) Supplementary Examination**

1. Students who fail in an examination may be recommended by the School to sit for supplementary examination. The School will inform those students individually. Students should follow the procedures and submit the handling fee by a date specified by the School. No further examination will be arranged for a student if he/she has not complete the procedures by the deadline or is absent from the scheduled supplementary examination.
2. A student is allowed to take supplementary examination for a maximum of one course per term. If the student obtains the passing marks in the supplementary examination, he/she will pass the course and Grade D is the maximum grade for the course after supplementary examination.
3. If a student fails in supplementary examination, he/she will have to pay the tuition fee to retake the course. However, there is no guarantee that the relevant courses would be offered in the next term. In this light, students might 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 changes.
4. Students who are permitted to attend the make-up examination of a course but fail will not be allowed to take supplementary examination of that course.
5. Supplementary examination of Summer Term 2019 will be arranged on 21 Dec 2019 (Sat). Students are required to attend supplementary examination on the designated date while no further examination will be arranged for a student if he/she is 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. No students shall be permitted to enter the examination venue 30 minutes<sup>^</sup> after the start of the examination.
2. Students are not allowed to leave the examination venue after they are admitted into the examination venue (except with permission of the invigilator) during the first 30 minutes<sup>^</sup> after the examination has started, and the last 15 minutes<sup>^</sup> of the examination.
3. Before entering the examination venue, students should make sure that unauthorized articles/items (e.g. books, manuscripts, notes, paper and all kinds of electronic/communication devices such as mobile phones, iPod, MP3 players, electronic dictionaries, databank watches) are taken out from their pockets and placed inside their bags. Mobile phones/electronic devices must be turned off.
4. Once they have entered the examination venue, students should place their bags under their seats immediately. Students should, before entering the examination venue, make sure that no unauthorized articles/items are placed in their pockets or on the body. 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 examination, students are allowed to bring to the examination venue those authorized materials only.
5. No pencil case/box should be placed on the desk. Students who bring a pencil case/box must place the stationery on the desk and put the pencil case/box under the seat.
6. Students should bring their registration slip/student ID Card/HKID card and place 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 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 should raise hand and wait until permission is granted by the invigilator. Before leaving the venue, the invigilator has the right to check whether the student has placed any unauthorized articles/items in his/her pocket(s).

11. Students who have completed their examination and wish to leave the venue early during an examination should first check the answer books and papers that they bear their names, students numbers, course title and section code; raise hand and wait for an invigilator; and leave only with approval of the invigilator.
12. At the end of the examination, students must stop writing, put their pens down at once, remain seated and wait for the invigilator to collect the answer books. They should not leave until the invigilator allows them to do so.
13. A student who has committed any of the following offences in an examination will be subject to disciplinary action or disqualification.
  - a. Copying other students' work or any form of cheating inside or outside the examination venue;
  - b. Having unauthorized articles/items on the desk, in the pockets or on his/her body after entering the examination venue and during the examination session;
  - c. Removing articles/items other than personal belongings from the examination venue;
  - d. Leaving the examination venue without permission;
  - e. Disobeying instructions of an invigilator.

\* The duration may vary between different courses.

## Certificates of Achievement / Attendance

1. Unless otherwise specified, Certificates of Achievement are issued to students who have obtained a passing grade and attendance of 75% or above. Students who have failed the examination but have achieved the above-mentioned attendance rate are qualified for Certificates of Attendance. Class rosters are the official records for attendance calculation.
2. For those students of the Summer Term 2019 who are eligible for the award of certificates, they would receive their certificates by regular mail after **16 December 2019** at the designated address as given on 'Short Courses Application Form' or 'Application for Admission to Certificate & Diploma Programme'. For any updates of correspondence addresses, '[Application for Amendment of Student Personal Data](#)' together with a copy of HKID card / Student ID Card (if applicable) / registration slip should be returned to the School Registry on or before **1 December 2019**.
3. A handling fee of HK\$30\* would be charged for request for delivery of certificates by registered mail. [Application form](#) together with a copy of HKID Card / Student ID Card (if applicable) / registration slip and a cheque payable to 'Hong Kong Baptist University' should be returned to the School Registry by **1 December 2019**.
4. For claim of loss of certificate(s) due to postal problem, please complete the '[Application form for Re-issuance of Certificate\(s\) \(Short Courses\)](#)' and return the form together with a copy of HKID Card / Student ID Card (if applicable) / registration slip to the School Registry from **2 January to 29 February 2020**.
5. Only statement of academic attainment would be issued to students who request for certification of results after **29 February 2020**. A handling fee of HK\$70\* would be levied.
6. Students of Summer Term 2019 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 re-assessment of examination result on the SCE webpage, [https://hkbusce.hk/pte\\_results](https://hkbusce.hk/pte_results) from **16 December 2019 to 29 February 2020**.

\* All fees are subject to change without prior notice.