

## **Admission Examination Rules**

All candidates must observe and comply with the examination regulations. Any breach of the following rules will result in disciplinary action commensurate with the gravity of the offence:

1. In the event of all kinds of examinations taken by new students, this set of examination regulations and rules prevails. Please refer to the announcement and notes for examination from respective faculties if interviews are required for the admission examination.

### **Items to be noted before examinations**

2. Candidates are required to read all related announcements carefully before they sit in an examination.
3. Candidates should arrive at the examination venue 45 minutes before the examination. They must be seated 10 minutes before the examination starts according to the seating plan.
4. No stationery will be provided at the examination venue. Candidates are required to bring along the following items to attend the admission examination:
  - 4.1 Personal identity card / passport (must be the same as the identification document printed on the permit);
  - 4.2 Admission Examination Permit;
  - 4.3 Ink-Pens or ballpoint pens (blue or black), HB/2B pencils or mechanical pencils (0.5mm), rulers, erasers and white-out.
  - 4.4 Candidates of Bachelor of Arts in Art Design should read carefully the notes for examination and prepare accordingly for the examinations.

5. Calculators of any kind are not allowed in the examinations.
6. Dictionaries/thesauruses of any form are not allowed in the examinations.
7. Candidates are advised not to bring too many valuables to the venue. They must take good care of their belongings and the University will not bear any responsibilities for the loss.
8. No candidates are allowed to wear vests, singlet, shorts, slippers, caps or too many ornaments during examinations. Attire must be decent and tidy.
9. The time mentioned in this entire set of rules and regulations will be based on the clock in the examination room.
10. Strict silence must be observed when the examination is in progress. Candidates must remain absolutely silent and should not speak to or disturb other candidates.
11. No smoking, drinking and eating or chewing gums or candies is allowed in the examination room.
12. No photo-taking/recording allowed inside the venue.
13. Late candidates who are admitted to the examination will not be compensated for the time that has elapsed. Late comers will not be permitted to enter the examination room after the first 30 minutes have passed. Yet, they are still required to report presence to the invigilators.

**Rules to be observed inside the examination venue**

14. All mobile phones, smart watches with word/data display functions or any electronic devices must be switched off and disconnected from the Internet before entering the examination room. They must not be switched on or used during the examination or before leaving the examination room.
15. Candidates carrying any electronic device or device that can produce sound, e.g. alarm watches, must be set to silent mode before the examination is due to start.

16. Only stationery, Admission Examination Permit and identification documents may be placed on the desk. Candidates must put all their personal belongings, e.g. notes, books and any other electronic devices (e.g. tablet computers) under his/her seat where it can be visibly seen, and not on the desk. Candidate's mobile phone/smart watch which bears the display function for numbers and data must be put inside a storage envelope provided in the examination room, and is prohibited to be put in their body or pockets.
17. It is forbidden to scribble any information on the Admission Examination Permit. Candidates are required to present their personal ID/passport and Admission Examination Permit as a proof of identity, which must be placed at the top left corner of the desk for invigilator's verification. Candidates who fail to provide the identification documents or submit forged documents will not be admitted to an examination.
18. Invigilators may examine belongings of the candidates after they are seated. Candidates, should therefore read carefully the examination regulations to make sure that what they bring to the examination room is not in breach of examination rules, for example there are no signs or markings about the course content on their Admission Examination Permit, stationery, clothes, hands or any parts of the body. Should candidates discover any unauthorized material, they must raise hand immediately to notify an invigilator. Discovery of any of the unauthorized materials after the examination starts will be considered contravening examination regulations or cheating.

19. Candidates shall not use mobile phones or any electronic devices which can store and/or display texts, pictures, marks, to attend the examination. The invigilator has the right to examine candidates' mobile phones or any electronic devices if they are found to be in on mode or ring during an examination. Discovery of any content that is related to the examination will be deemed contravening examination regulations or cheating.
20. Candidates must listen carefully to the announcement of the examiner. The examiner will not give further details of the exam rules unless they are related to the question paper. The invigilators shall not make any explanation or confirmation on the content of the question or the manner in which answers shall be made. Candidates are required to read in details the instructions for each of the sections in the examination paper. Any answers made without following the instructions, or any answers written on the draft paper(s), will not be marked. Candidates are not permitted to make any special marks or signs on the examination paper or examination items.
21. Candidates are not allowed to read the question paper or write the response before the examiner announces the start of the examination.
22. Candidates should read carefully the question paper immediately after the examination starts. Should they have any queries, they have to raise hand to attract the attention of an invigilator for assistance within the first 30 minutes. Candidates must not stand up or leave their seats without permission.
23. Apart from the printing or binding problems, candidates shall not be allowed to change any paper or be given more papers or examination materials.

24. Candidates must write their application number, campus, building, examination room and seat number, etc., on the cover page of the examination paper and multiple choice answer sheet. No extra time will be given for this part at the end of the examination.
25. For the examination of Mathematics subject, candidates can choose to answer in English or Chinese. Should candidates choose to answer in Chinese, they may write their answers in traditional Chinese or simplified Chinese characters. For the examination of Chinese subject, candidates can write their answers in traditional Chinese or simplified Chinese characters.
26. Unless in the event of an emergency or illness, no candidate is allowed to leave the examination room during the first 30 minutes or the last 15 minutes of the exam.
27. When candidates intend to submit the examination paper, they should place the examination paper and all other papers (eg. multiple choice answer sheet, rough work paper, etc.) on the desk and raise their hand to attract the attention of the invigilators.
28. Candidates must stop writing immediately when the examiner announces the end of the examination. Candidates must not leave the examination room until they are instructed or permitted to do so. All candidates are prohibited from leaving the examination room without permission of the examiners or invigilators.
29. Candidates who are still writing the examination can only leave the examination room with permission of the invigilators, and they must not leave the examination room by giving excuses. Candidates who have already submitted their examination papers must leave the examination room immediately.
30. Candidates must not take any examination papers, answer sheets or other materials provided at the scene, whether used or unused, out of the examination room.

31. After candidates have handed in the examination papers, no request for checking examination papers or answer scripts and amendment of personal information or examination content will be allowed.
32. During the examination, candidates shall not communicate in any way with other candidates, nor give or receive any information, material or aid to or from other candidates, nor make use of any material or aid not authorized for that examination. Candidates who are found to plagiarize, give or receive any information, material or aid to or from other candidates, look around, communicate in any way with other candidates, talk to anyone (including themselves) apart from the invigilators, will be deemed to be contravening examination regulations or cheating.
33. Candidates are strictly forbidden to communicate with others inside or outside the examination room during the examination. Candidates in breach of this rule will be deemed to be contravening examination regulations or cheating.
34. No person may impersonate a candidate, nor may any candidate permit himself/herself to be impersonated at any examination. Candidates in breach of this rule will be deemed to be contravening examination regulations or cheating.
35. Candidates in breach of the examination regulation or caught cheating, the examiner has the right to discontinue the examination of the candidate involved, who will also be disqualified and asked to leave the examination room.
36. In event of illness or other emergency, candidates should raise their hand to attract the attention of the invigilators for assistance.
37. Candidates must respect and observe instructions from the examiner or invigilator. Under no circumstances should candidates quarrel with and/or be impolite to the examiner or invigilators. Candidates in breach of this rule may be disqualified by the examiner.

**Rules to observe outside the examination venue**

38. Candidates who have finished the examination are prohibited from staying, talking or making loud noise inside or outside the examination room (including corridors, staircases, areas that are close to the examination room, etc.).
39. Candidates must not deliver messages to or receiving messages from, those inside the examination room. Any breach of this regulation, intentionally or not, will be deemed to be contravening examination regulations or cheating.

**Other Notes**

40. Any one of the following acts committed by a candidate is considered cheating or misconduct. The examiner has the right to discontinue the examination of the candidate involved, who will also be disqualified and asked to leave the examination room:
  - 40.1 Contravening the Admission/Placement Examination Regulations.
  - 40.2 Not complying with the instructions given by examiners or invigilators.
  - 40.3 Obtaining the contents of examination papers in any way prior to the examination.
  - 40.4 Starting to write before the start of examinations or keeping writing when the examination is over.
  - 40.5 Having any unauthorized article(s)/material(s) on/in the examination desk or on his/her body.
  - 40.6 Communicating or attempting to communicate with any person in any way inside/outside the examination room.
  - 40.7 Using any unauthorized notes, books or electronic devices (e.g. mobile phone, electronic dictionary, databank watch, tablet computer, etc.).

- 40.8 Using the mobile phone, taking photographs or publicly discloses any examination materials or examination scenes.
- 40.9 A candidate copies during the examination the information, data or material from the books, dictionaries, electronic devices brought into the examination room, or copies the answers of another candidate.
- 40.10 Leaving and entering the examination room without permission.
- 40.11 Causing noise/disturbance to other candidates in any way.
- 40.12 Committing any other offences related to examination.
41. During the investigation of suspected cheating and misconduct incident, candidates may be requested to provide the data content stored inside their mobile phone or any other electronic devices. The University may record any relevant information. During the investigation of cheating and misconduct incident, the University may withhold his/her admission results.
42. Arrangement of Admission Examinations during Typhoons:
- 42.1 When Tropical Cyclone Warning Signal No.8 (or above) is hoisted or cancelled, the following arrangements will be made for examinations:

<b>Signal Hoisted Time</b>	<b>Examinations commencing at the following time slots will be cancelled</b>
At or after 6:30 am	Before 2:00 pm
At or after 12:00 noon	At or after 12:00 noon but before 6:00 pm
At or after 4:00 pm	At or after 4:00 pm
During examinations	Announcement will be made according to the actual situation

<b>Signal Cancelled Time</b>	<b>Examinations commencing at the following time slots will be held as scheduled</b>
At or before 6:30 am	Examinations will be held as scheduled
At or before 12:00 noon	At or after 2:00 pm
At or before 4:00 pm	At or after 6:00 pm
After 4:00 pm	Examinations of that day will be cancelled

- 42.2 Announcements for the arrangements of examinations will be made through local radio station, the MUST website, e-mail or SMS.



