

Islamic Kasim Tuet Memorial College
(Student Handbook Examination Regulations)

- (1) Students must keep silent and settle down quickly on entering the examination room/hall. They are not allowed to leave their seats without permission.
- (2) All personal items (including books, notebooks, etc.) must be placed inside the school bag, which should then be put in the designated area. After the examination is completed, students must leave the examination area before retrieving their personal items.
- (3) Students must put down their name, class, class number (or examination number), subject and paper number on the answer sheet or answer book as required.
- (4) Students must read the instructions carefully on the question paper.
- (5) During each examination session, students are not allowed to leave the examination venue without prior approval.
- (6) **Students are not allowed to use any unauthorized aids during the examination such as mobile phone, word-hidden pen, tablet, PDA, pager, MP3 player, electronic dictionaries, databank watch, smart watch or any other articles that can store information, surf the internet or emit sound.**
- (7) Under normal conditions, a student who is absent from an examination will not be given a supplementary examination. If a student is unable to take the examination due to illness, a valid medical certificate must be shown immediately after the student's return. When the sick leave is approved, the subject mark will be given special consideration, and zero mark will not be given.
- (8) Zero mark will be given for absence in an examination without a valid medical certificate or for absence without an acceptable reason.
- (9) A major demerit might be given to those students who play truant in an examination and zero mark will be given for the particular examination paper(s).
- (10) Students found cheating might be given a major demerit and receive zero mark for the paper. Students found cheating twice or more in the same examination may be disqualified for the whole examination and receive zero mark for all subjects.
- (11) During the examination period, if the school is closed because of bad weather, the particular examination will be postponed until further notice. When school is resumed, the examination on the following day will be conducted as scheduled.
- (12) During examination, if a student communicates with others, regardless of the context's relevance to the examination, the student will be considered cheating in exam.
- (13) Students who are late have to report to the school office before entering the examination room. For those who are late for more than 30 minutes, 25% of marks scored for that particular paper would be deducted as a punishment if no acceptable reasons were granted for being late.

Academic Committee