

## **Rules to be Observed by Candidates in Taking Online Examinations**

(Rules concerning examinations of the MBChB Programme are separately announced by the Faculty of Medicine.)

- A. Rules listed below, where applicable, are for proper administration of an online examination (“examination” thereafter). Failure to comply with these rules may result in the disapproval for sitting the examination and the candidate may not be approved to sit for a make-up examination unless there are valid proofs that the incompliance is not the result of the candidate’s own fault. A candidate may also be disciplined by the concerned authorities in accordance with the nature and gravity of the offence for violation of these rules.**
1. Candidate should have submitted, where applicable, the online form “Declaration of Academic Honesty for Online Examination of Undergraduate Courses” to the University and must abide by the “Student Declaration Statements” contained therein.
  2. Follow the prior instructions of the course teacher/invigilator to log in the designated system at the specified time on the date of examination. If attendance taking is required for the examination, follow the instructions of the course teacher/invigilator for attendance taking and for other necessary preparations for the examination.
  3. Unless permitted by the course teacher/invigilator, and with the exception of electronic equipment (e.g. mobile phone, computer with webcam, etc.) to be used for the examination as specified by the course teacher/invigilator concerned, any other electronic equipment should not be placed in the examination desk/nearby furniture that the candidate takes the examination.
  4. Ask questions concerning the question paper during the first 30 minutes or within the time duration as specified by the course teacher/invigilator of the examination session.
  5. For invigilated examination, those who log in the system late for more than 30 minutes after the start time of the examination as announced by the course teacher/invigilator shall not be permitted to take the examination, unless specially approved by the course teacher/invigilator.
  6. For invigilated examination, only articles/books/materials permitted by the course teacher/invigilator may be placed on the examination desk/nearby furniture that the candidate takes the examination.
  7. For invigilated examination, follow examination instructions of the course teacher/invigilator, including but not limited to the checking of question paper, washroom arrangements, submission of answer scripts, etc.
  8. No answer scripts or related materials will be accepted after the time allowed for submission of the answer scripts/related materials as announced by the course teacher/invigilator, unless specially approved by the course teacher/invigilator.
- B. Rules listed below, where applicable, relate to the conduct of a candidate during an online examination. A candidate violating these rules, once established by the authorities concerned, shall be disciplined in accordance with the University’s policies and guidelines governing academic honesty.**
9. For invigilated examination, do not start reading the question paper or writing/typing without permission of the course teacher/invigilator.
  10. For invigilated examination, follow instructions of the course teacher/invigilator to stop writing/typing at the end of the examination.
  11. For invigilated examination, do not use any unauthorized articles or place them on the

examination desk/nearby furniture during the examination.

12. Do not communicate or attempt to communicate improperly with other candidates or any other persons during the examination.
13. Do not copy or attempt to copy from unauthorized materials or from any other sources unless permitted by the course teacher/invigilator during the examination.
14. Do not use electronic devices with transmission/photo-taking/data storage functions (e.g. mobile phone, tablet and smart watch etc.) unless permitted by the course teacher/invigilator during the examination.
15. Do not impersonate another candidate or let another person impersonate you.
16. Do not cheat during the examination.

## **Rules to be Observed by Candidates in Taking Online Examinations**

(Applicable to postgraduate students)

- A. Rules listed below, where applicable, are for proper administration of an online examination (“examination” thereafter). Failure to comply with these rules may result in the disapproval for sitting the examination and the candidate may not be approved to sit for a makeup examination unless there are valid proofs that the incompliance is not the result of the candidate’s own fault. A candidate may also be disciplined by the concerned authorities in accordance with the nature and gravity of the offence for violation of these rules.**
1. Follow the prior instructions of the course teacher/invigilator to log in the designated system at the specified time on the date of examination. If attendance taking is required for the examination, follow the instructions of the course teacher/invigilator for attendance taking and for other necessary preparations for the examination.
  2. Unless permitted by the course teacher/invigilator, and with the exception of electronic equipment (e.g. mobile phone, computer with webcam, etc.) to be used for the examination as specified by the course teacher/invigilator concerned, any other electronic equipment should not be placed in the examination desk/nearby furniture that the candidate takes the examination.
  3. Ask questions concerning the question paper during the first 30 minutes or within the time duration as specified by the course teacher/invigilator of the examination session.
  4. For invigilated examination, those who log in the system late for more than 30 minutes after the start time of the examination as announced by the course teacher/invigilator shall not be permitted to take the examination, unless specially approved by the course teacher/invigilator.
  5. For invigilated examination, only articles/books/materials permitted by the course teacher/invigilator may be placed on the examination desk/nearby furniture that the candidate takes the examination.
  6. For invigilated examination, follow examination instructions of the course teacher/invigilator, including but not limited to the checking of question paper, washroom arrangements, submission of answer scripts, etc.
  7. No answer scripts or related materials will be accepted after the time allowed for submission of the answer scripts/related materials as announced by the course teacher/invigilator, unless specially approved by the course teacher/invigilator.
  8. Candidate may be asked by his/her Graduation Division/Programme to fill out the form “Declaration of Academic Honesty for Online Examination of Postgraduate Courses” and must abide by the “Student Declaration Statements” contained therein.

**B. Rules listed below, where applicable, relate to the conduct of a candidate during an online examination. A candidate violating these rules, once established by the authorities concerned, shall be disciplined in accordance with the University's policies and guidelines governing academic honesty.**

9. For invigilated examination, do not start reading the question paper or writing/typing without permission of the course teacher/invigilator.
10. For invigilated examination, follow instructions of the course teacher/invigilator to stop writing/typing at the end of the examination.
11. For invigilated examination, do not use any unauthorized articles or place them on the examination desk/nearby furniture during the examination.
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15. Do not impersonate another candidate or let another person impersonate you.
16. Do not cheat during the examination.