

## **Admission / Placement Examination Regulations**

All examinees 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.

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

2. Examinees are required to read all related announcements carefully before they sit in an examination.
3. Examinees 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. Examinees are prohibited from talking and strict silence must be observed at all times. Proctors are empowered to demand examinees who breach this rule to leave the hall. No marks will then be given for this subject.
4. Examinees are required to present their personal ID and Notification of Admission/Placement Examination as a proof of identity, which must be placed at the top left corner of the desk for proctor's verification. Examinees who fail to provide the abovementioned documents /submit forged documents will not be admitted to an examination.
5. No examinees are allowed to wear vests, singlet, shorts, slippers, caps or too many ornaments during examinations. Attire must be decent and tidy.
6. Examinees must prepare adequate stationery for themselves (such as pens, erasers, etc.). Paper will be provided by the University. Examinees of Bachelor of Arts in Art Design should prepare their own painting/drawing tools and materials for the Art exams as stated in Notification of Admission/Placement Examination.
7. Examinees 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. Personal belongings must be placed in designated areas inside the examination hall.
8. Examinees are not allowed to bring any book, dictionary, tablet computer or paper to the examination hall.
9. Late examinees 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 hall

after the first 30 minutes have passed. Yet, they are still required to report presence to the proctor.

10. The time mentioned in this entire set of rules and regulations will be based on the clock in the examination room.

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

11. Examinees 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. Examinees 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 a proctor for assistance within the first 30 minutes. Examinees must not stand up or leave their seats without permission.
12. Examinees must switch off their mobile phones, pagers, hands-free headsets and any other prohibited electronic devices once they enter the examination hall.
13. Examinees are strictly forbidden to communicate with others inside or outside the examination hall during the examination. Examinees in breach of this rule will be immediately disqualified from the examination.
14. All examinees are prohibited from leaving the examination hall without permission of the examiner or proctor.
15. Examinees shall not use mobile phones or any electronic devices which can store and/or display texts, pictures, marks, to attend the examination. The proctor has the right to examine examinees' mobile phones or any electronic devices if they are found to be in on mode. Discovery of any content that is related to the examination will be deemed to be cheating.
16. Examinees who are found to plagiarize, give or receive any information, material or aid to or from other examinees, look around, communicate in any way with other examinees, talk to anyone (including themselves, e.g. by talking to themselves) apart from the proctor, will be disqualified from the examination.
17. All personal belongings must be placed under the chair, only stationery, papers distributed at the examination, Admission Examination Notification and identification documents may be placed on the desk.
18. Proctors may examine belongings of the examinees after they are seated. Examinees, should therefore read carefully the examination regulations to make sure that what they bring to the hall is not in breach of examination rules, for example there is not any paper about the course content in their pencil cases, there are no signs or markings

about the course content on their stationery, revision paper, clothes, hands or any parts of the body. Should examinees discover any unauthorized material, they must raise hand immediately to notify a proctor. Discovery of any of the unauthorized materials after the examination starts will be considered contravening examination regulations or cheating.

19. Examinees must write their application number, ID number and their name in English and Chinese clearly on each answer sheet. No extra time will be given for this part at the end of the examination.
20. No person may impersonate an examinee, nor may any examinee permit himself/herself to be impersonated at any examination. Examinees in breach of this rule will be disqualified from the examination.
21. Examinees must respect and observe instructions from the examiner or proctors. Under no circumstances should examinees quarrel with and/or be impolite to the examiner or proctors. Examinees in breach of this rule may be disqualified by the examiner.
22. Strict silence must be observed when the examination is in progress. No smoking, drinking and eating or chewing gums or candies is allowed in the examination hall.
23. Question papers, answer booklets, answer sheets, rough paper or any other types of paper that are provided during the examination must not be scratched, marked with symbols, destroyed or removed from the examination hall.
24. Examinees are not allowed to read the question paper or write the response before the examiner announces the start of the examination.
25. Unless otherwise stipulated, no marks will be given for the subject when the questions are not answered in Chinese, English or other languages as required on the answer booklets or answer sheets provided.
26. In event of illness or other emergency, examinees should raise their hand to attract the attention of the proctor for assistance.
27. Examinees in breach of the examination regulation or caught cheating will be expelled from the examination hall and no marks will be given for the examination.
28. When examinees intend to submit the examination paper, they should place the question paper and all other papers (eg. the answer booklet, answer sheet, scratch paper, etc.) on the desk and raise their hand to attract the attention of the proctor.
29. Unless in the event of an emergency or illness, no examinee is allowed to leave the examination hall during the first 45 minutes or the last 15 minutes of the exam.

30. Examinees who are still writing the examination can only leave the examination hall with permission of the proctor, and they must not leave the hall by giving excuses. Examinees who have already submitted their examination papers must leave the examination hall immediately.
31. Examinees must stop writing immediately when the examiner announces the end of the examination. Examinees must not leave the hall until they are instructed or permitted to do so.

**Rules to observe outside the examination venue**

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

**Other Notes**

34. Examinees in breach of any one of the following rules will be disqualified and no marks will be given for the examination:
  - i. Contravening the Admission/Placement Examination Regulations.
  - ii. Not complying with the instructions given by examiners or proctors.
  - iii. Starting to write before the start of examinations or keeping writing when the examination is over.
  - iv. Bringing unauthorized materials to the examination hall.
  - v. Communicating with others inside or outside the examination hall during the examination which will be deemed to be cheating.
  - vi. Leaving the examination hall without permission.
  - vii. Committing any other offences related to examination.
35. Arrangement of Admission Examinations during Typhoons:
  - i. If the Typhoon Signal No. 8 or above is still hoisted at or after 7:00 am, all examinations commencing before 2:00 pm will be cancelled automatically.

- ii. If the Typhoon Signal No. 8 or above is still hoisted at or after 12:00 noon, all examinations commencing at or after 12:00 noon will be cancelled automatically.
  - iii. If the Typhoon Signal No. 8 or above is hoisted during the examination, announcement will be made by the University according to the actual situation.
  - iv. Announcements for the arrangements of examinations will be made through local radio station, the MUST website, e-mail or SMS.
  - v. The University will reschedule the cancelled examinations to a later date and will inform the examinees of the details by e-mail or through the MUST website.
36. Examinees who, for medical reasons, are unable to sit for the examination may apply in writing with supporting medical certification for make-up examinations. The application must be submitted within one week following the examination and payment must be made at the time the application is submitted. Applicants will be notified of the result via E-mail and SMS. Late application or application without required certification will not be accepted.
37. Examinees who, for compelling reasons, are unable to sit for the examination may apply in writing with related certification for make-up examinations. The application must be submitted within one week following the examination and payment must be made at the time the application is submitted. Applicants will be notified of the result via E-mail and SMS. Late application or application without required certification will not be accepted.
- (Notes: If applicants (except for those approved to resit the exam) whose first or second choice is Bachelor of Arts in Art Design miss any of the Art exams, the University will consider their choices other than the Bachelor of Arts in Art Design.)
38. If an examinee has any complaints regarding the examination, an appeal can be made in writing to Registry within one week after the examination. Late or anonymous request will not be processed.
39. The University has the right to add or revise all the examination rules and regulations which will come into immediate effect once announced.
40. The university reserves all rights and privileges in revising and interpreting the above Admission/Placement Examination Regulations. In case of any disputes, the University has the ultimate right of arbitration.