

## Admission Examination Rules

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

### I. General information

1. No stationery will be provided at the examination venue. Candidates are required to bring along the following items to attend the admission examination:
  - 1.1 Valid physical identification document (The identity card or passport number must correspond the one entered in the Online Application System);
  - 1.2 Admission Examination Permit;
  - 1.3 Ink-Pens or ballpoint pens (blue or black), HB/2B pencils, rulers, erasers and white-out.
  - 1.4 Candidates of Fine Art Examination should read carefully the notes for examination and prepare accordingly for the examinations.
2. Candidates are not allowed to use any kind of calculators in the examination of any subjects.
3. Dictionary/thesaurus of any form is not allowed in the examination of any subjects.
4. No photo-taking/recording allowed inside the venue.
5. 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.
6. 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.
7. Candidates must put all their personal belongings, e.g. mobile phone/smart watch, notes, books and any other electronic devices (e.g. tablet computers) under his/her chair, and not on the desk. Candidate's mobile phone/smart watch which bears the display function for numbers and data is prohibited to be put in their body or pockets.

8. Candidates should not leave any personal belongings outside the examination room to prevent theft, but rain gears should be put outside to avoid causing wet and slippery floors inside the examination room.
9. Candidates should listen carefully to the invigilator's announcement. All the announcements shall be made in Cantonese and English.
10. Under general circumstances, all answers shall be written by ballpoint pen or ink-pen. For multiple choice answer sheets, please use HB/2B pencils. 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, examination items or Admission Examination Permit.
11. The invigilators shall not make any explanation or confirmation on the content of the question or the manner in which answers shall be made.
12. 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.
13. For the examination of Chinese subject, candidates may write their answers in traditional Chinese or simplified Chinese characters.
14. If the candidate needs to go to the lavatory during the examination, the invigilator shall record the candidate's in-and-out time.
15. All times mentioned in this document must follow the clock in the examination room.
16. Candidates are required to follow the regulations and requirements set out in this document. For any violation such as those stated in item 44 of this document, the candidate may be disqualified from the examination. If a candidate is found in any violations, he/she may be required to sign a declaration for the University to follow up the case.

## **II. Before the Examination**

17. Candidates are required to read all related announcements carefully before they sit in an examination.
18. Candidates are advised to arrive at the examination room 15 minutes in advance.
19. Once admitted into the examination room, candidate should occupy the seat assigned in accordance with the seat number stated on his/her Admission Examination Permit. If a candidate cannot find his/her seat, he/she should inform the invigilator.

20. Candidates shall not turn over any paper or examination sheets or take photo of the examination paper before the invigilator announces the start of the examination. Any violations will be acted upon according to section VI – Disqualification in this document.
21. Candidates, who arrive late and are admitted into the examination room after the examination has started, will not be given extra time.
22. No candidate shall be admitted into the examination room 30 minutes after the commencement of an examination. Yet, the candidate is still required to report presence to the invigilators.

### **III. During the Examination**

23. Candidates must remain absolutely silent and should not speak to or disturb other candidates.
24. Candidates should first read through the whole question paper when an examination begins. They should inform the invigilator immediately if there is anything wrong with the question paper or it is incomplete, or they have not received the materials that are supposed to come with the paper.
25. Apart from the printing or binding problems, candidates shall not be allowed to change any paper or be given more papers or examination materials.
26. Candidates may ask questions by raising their hands within the first 30 minutes, while they must not ask the invigilator for any hint, explanation or confirmation of the examination questions.
27. 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.
28. If the mobile phone or the alarm of a candidate rings during an examination, the invigilator shall ask him/her to show the mobile phone call, SMS message or MMS log, etc. All relevant information will then be noted down for further investigation. Any violation will lead to consequences stated in section VI – Disqualification of this document.

29. Unless in the event of an emergency or illness, no candidate will be permitted to leave the examination room during the first 30 and the last 15 minutes of the examination. Any candidate wishing to temporarily leave the examination room will only be permitted to do so with the permission of the invigilator. A candidate must not re-enter the examination room upon submission of examination paper and answers.
30. If circumstances or disturbances (such as noises) arise during an examination, the University will determine the cancellation of examination or extension of examination time as appropriate. If the examination is to be cancelled, it will be terminated at once. The written scripts and all other examination materials will be collected. If the examination is cancelled due to emergency, the answers written will not be marked.

#### **IV. Collection of Examination Papers**

31. Candidates are not allowed to leave the examination room during the last 15 minutes of the examination period until they are given permission to leave by the invigilator.
32. Candidates must stop writing and remain in their seats quietly upon completion of the examination. If the candidate is found to continue writing, he/she will be acted upon according to Section VI – Disqualification of this document.
33. Candidates are not permitted to switch on mobile phones or to take photos inside the examination room. Any violators will be acted upon according to Section VI – Disqualification of this document.
34. Candidates must not take any examination papers, answer booklets or other materials provided at the scene, whether used or unused, out of the examination room.
35. 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.

#### **V. Conduct of Candidates**

36. Candidates shall comply with this document and all instructions given by the invigilators. Under no circumstances should candidates quarrel with and/or be impolite to the invigilators.
37. Smoking, eating or drinking is prohibited in the examination room.
38. Candidates must remain quiet and must not shout in the examination room.

39. When communication is needed with an invigilator, candidates must not cause any unnecessary distraction to other candidates. A candidate who persists in causing disturbance to other candidates after a warning may be required to discontinue the examination and leave the examination room by the invigilator.
40. 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.
41. Candidates shall not communicate with others inside or outside the examination room during the examination. Candidates who have finished the examination are prohibited from wandering/talking inside or outside the examination room, nor could they deliver any information for candidates inside the examination room.
42. No person may impersonate a candidate, nor may any candidate permit himself/herself to be impersonated at any examination.

## **VI. Disqualification**

43. The University reserves the right to disqualify candidates from examination if any information/document given in a candidate's application is found to be untrue/incorrect, or any dishonesty is found during the admission process.
44. Any one of the following acts committed by a candidate is considered cheating or misconduct. The invigilator has the right to discontinue the examination of the candidate involved, who will also be disqualified and asked to leave the examination room:
  - 44.1 A candidate contravenes the Admission/Placement Examination Regulations.
  - 44.2 A candidate disobeys the instructions of the invigilators.
  - 44.3 A candidate impersonates a candidate, or a candidate permits himself/herself to be impersonated.
  - 44.4 A candidate obtains the contents of examination papers in any way prior to the examination.
  - 44.5 A candidate starts to write any notes or answer any questions without permission or announcement before the start of the examination, or candidate who continues to write after the invigilator has announced the completion of the examination.
  - 44.6 A candidate is found to have any unauthorized article(s)/material(s) on/in the examination desk or on his/her body.

- 44.7 A candidate makes signs or markings relating to the content of the examination on desk, stationery, clothes or any parts of the body.
- 44.8 A candidate communicates or attempts to communicate with any person in any way inside/outside the examination room.
- 44.9 A candidate uses any unauthorized notes, books or electronic devices (e.g. mobile phone, electronic dictionary, databank watch, tablet computer, etc.)
- 44.10 A candidate switches on/uses mobile phone, takes photographs or publicly discloses any examination materials or examination scenes.
- 44.11 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.
- 44.12 A candidate leaves and enters the examination room without permission.
- 44.13 A candidate causes noise/disturbance to other candidates in any way.
- 45. 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.
- 46. During the investigation of cheating and misconduct incident, the University may withhold the concerned candidate's admission results.

## **VII. Other**

- 47. Arrangements of Examinations during Tropical Cyclones and Rainstorm in Macao
  - 47.1 When Tropical Cyclone Warning Signal No. 3 or lower is hoisted, all examinations will proceed as scheduled.
  - 47.2 When Tropical Cyclone Warning Signal No. 8 or above is hoisted:
    - 47.2.1 Once the signal is hoisted, all examinations that commence or are already in progress within the preceding two hours will be cancelled until the signal is cancelled. Special cases will be subject to announcements by the University.
    - 47.2.2 Once the signal is cancelled, examinations commencing three hours thereafter will proceed as scheduled. Special cases will be subject to announcements by the University.

- 47.3 When Yellow or Red Rainstorm Warning Signals are hoisted, all examinations will proceed as scheduled.
- 47.4 When Black Rainstorm Warning Signal is hoisted:
  - 47.4.1 If the signal is hoisted before the commencement of examinations, all examinations will be cancelled until the signal is cancelled.
  - 47.4.2 If the signal is hoisted after the commencement of examinations, examinations will continue until their originally scheduled end time. Special cases will be subject to announcements by the University.
  - 47.4.3 Once the signal is cancelled, examinations commencing three hours thereafter will proceed as scheduled. Special cases will be subject to announcements by the University.
- 47.5 Announcements for the arrangements of examinations will be made through e-mail or SMS.
- 47.6 The University will reschedule the cancelled examinations to a later date and will inform the candidates of the details by e-mail or through the MUST website.
- 48. Unable to sit for the examination
  - 48.1 Candidates 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.
  - 48.2 Candidates 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.
- 49. If a candidate 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.

- ✧ The University has the right to add or revise all the examination rules and regulations which will come into immediate effect once announced.
- ✧ The University reserves all rights and privileges in revising and interpreting the above Admission Examination Regulations. In case of any disputes, the University has the ultimate right of arbitration.
- ✧ The regulations have been produced in Chinese and English. In the event of there being any discrepancies between Chinese and English versions of the regulations, the Chinese version will prevail.