

# Student Examination Guide

## **1. Obtaining Information Before the Exam:**

- Access your personal examination timetable and assigned seat number for each examination by visiting the UOWCHK Banner. It is crucial to locate the venue and note down the assigned seat number for each examination. Please note that the seat number and student list information will NOT be posted at the entrance of the examination venue.
- Prior to the examinations, double-check your examination timetable on the Banner to note any possible changes.

## **2. Arrival Time and Preparation:**

- Arrive at the campus at least 30 minutes before the examination. This will allow sufficient time to locate the venue, settle in, and mentally prepare for the examination.
- Students who arrive more than 30 minutes late will NOT be allowed to take the examination.
- Remember to bring your Student ID card to all examinations as it serves as identification and must be presented upon request. Only materials permitted by the Course Examiners are allowed to be brought into the examination.

## **3. Unable to Attend Due to Illness or Extenuating Circumstances:**

- Students who cannot attend an examination due to illness or other serious reasons must inform the Course Examiner promptly. They are required to complete the "[Extenuating Circumstances Affecting Assessment](#)" form (available on the College website) and submit it with original supporting documents to the Faculty Office within 5 working days of the exam. If approved, the Assessment Panel may arrange a make-up exam or an alternative assessment.

## **4. Entry into the Examination Room:**

- Maintain silence while finding your assigned seat.
- Do not read the question paper placed on your desk. Refrain from turning it over or writing until instructed to start the examination.

## **5. After Seating:**

- Place your student identity card on your desk, ensuring it is visible and easily accessible to invigilators.
- Switch off and remove all unauthorized electronic devices, such as mobile phones and smartwatches, from your person. Place them inside your bag.
- Ensure all unauthorized materials and personal belongings are also placed inside your bag. Close your bag securely and place it under the table.
- If you are unable to store your belongings properly in your bag, please bring them to the front of the examination venue for assistance.

## **6. Consequences of Unauthorized Materials:**

- Possession of unauthorized materials, including electronic devices, during the examination will result in disciplinary action, potentially leading to a failed grade in the respective course.
- For exams allowing [calculators](#), please use only those approved or explicitly permitted in the examination rubric.

## **7. Remaining Seated and Questions:**

- Do not leave your seat without prior permission from an invigilator. Candidates who leave the examination room without permission will not be readmitted.
- If you have any questions, please raise your hand.
- Leaving the examination room is not permitted during the first half hour or the last 15 minutes of the examination.

## **8. Commencing the Examination:**

- When instructed, you may turn over the question paper. Ensure that you have received all pages of the correct question paper, as well as the necessary answer book and any additional papers.
- Carefully read the instructions on the front page but refrain from starting the actual work until an announcement is made by the chief invigilator to begin.

## **9. Start Time and Duration:**

- The chief invigilator will announce the start time and duration of the examination. Reminders will be given at 15 minutes and 5 minutes before the end of the examination.

## **10. End of the Examination:**

- When the announcement is made indicating the end of the examination, please stop writing immediately.
- Remember to attach any supplementary sheets to the relevant answer books.
- Leave the question papers and answer scripts on your desk.
- Ensure you have entered your personal details on all supplementary sheets and answer book covers.
- Remain seated quietly until instructed to leave.

## **11. Leaving the Examination Venue:**

- After all answer scripts have been collected, counted, and all necessary materials have been gathered, you may collect your personal belongings.
- Before departing from the examination venue, please double-check to ensure you have taken all your belongings with you.