Before Examinations

1. Prepare attendance list for each session of examination, which include name of student, student ID no, HKID no., and Seat No., and details of the examination session.
2. Draw up a seating plan for each session of examination which is conducted in examination hall/theatre. If the examination venue is a classroom, students can take their seats as advised by the invigilator.
3. Prepare “Seat No.” stickers for each of the seats at examination hall/theatre.
4. Prepare signage for each of the examination session detailing the course title, course code, programme, year of study, duration, venue and date of examination for posting outside the examination venue.

Examination Papers

1. Logs the date and means of receiving examination papers from Departmental Examinations Officer of each School/Department with Form AS-E7.
2. Department should use the “Request for Printing of Examination Papers and Related Materials” (Form AS-E6) to specify the quantity of each set of examination papers required. Otherwise, the quantity for printing of each set of examination paper is the number of students enrolled on the course plus extra 5% but not less than 5 extra copies.
3. All printed examination papers should be put into envelopes and seal with the chop of the Academic Secretariat immediately and stored in a secure place before collection by departments.
4. A cover sheet (Form AS-E8) should be pasted on the front of the envelope, which also serves as an acknowledgement of the receipt of the printed examination papers by department.
5. The printed examination papers together with attendance list should be collected by Departmental Examinations Officer by hand.

Examination Answer Scripts

1. Department should use the “Request for Printing of Examination Papers and Related Materials” (Form AS-E6) to specify the quantity of examination answer books, MC answer sheets and other requested items required for each examination session. Otherwise, quantity of such items provided by Academic Secretariat will be the number of students enrolled on the course plus extra 10% but not less than 10 extra copies.
2. All requested examination answer scripts plus enough copies of supplementary sheets should be put into envelopes and stored in a secure place before collection by Departmental Examinations Officer by hand.
3. A cover sheet (Form AS-E9)(in green colour) should be pasted on the front of the envelope detailing items inside the envelope.
Examination Related Materials

1. Academic Secretariat should prepare a stationery pack to each of the examination session and deliver it to the examination venue before the commencement of examination.

2. The stationery pack should include the following:
   (a) pens
   (b) pencils
   (c) whiteboard markers
   (d) scissors
   (e) tape
   (f) tags
   (g) envelopes for packing the completed answer books
   (h) white papers
   (i) Form AS-E4 (Report on Candidate Failing to Produce Identification when Attending Examination)
   (j) Form AS-E5 (Report on Examination Misconduct)
   (k) Rubber bands

Before the Start of Examination Session

1. Post the examination timetable detailing the date, time and venue of each examination session at the G/F for students’ reference.

2. Post the signage and seating plan, if any, outside each of the examination venue.

3. Put the “Seat No.” on each of the examination desk.

4. Distribute the stationery pack to each of the examination venue.

After the end of Examination Session

1. Collect the stationery pack at each of the examination venue.

2. Change/ Dispose of signage and seating plan, if any, outside each of the examination venue.

Upon Completion of Examination Period

1. Dispose the examination timetable at the G/F.

2. Clear all Seat No stuck on the desks of each examination venue.

5 December 2011