

LINGNAN UNIVERSITY

University Examinations

Instructions to Candidates

1. Students must observe these instructions and the regulations governing the conduct of examinations.

Responsibility to Attend Examinations

2. Students are responsible for checking the dates, times and places for their examinations from the examination timetables, and for presenting themselves for examination at the designated place and time.

Identification

3. Students must bring to each examination their Student Identity Cards and place them on the top right hand corner of the desks for inspection.
4. A student will be liable to disciplinary action, which may include expulsion from the University, if he/she impersonates another student or allows himself/herself to be impersonated by another student at an examination.

Seating Arrangement

5. Seating arrangement is posted at the entrance of an examination room. Students must sit in the seats allocated, unless otherwise directed by an invigilator.
6. Seat numbers will be announced in students' personalised exam timetable 2 hours before the commencement of an examination. Students may also check their seat numbers at the covered foyer of the Patrick Lee Wan Keung Academic Building, outside the examination venue or via the LU Mobile App before the commencement of an examination.

Entry to Examination Room

7. Students should not enter the examination room until an invigilator tells them to do so, normally 10 minutes before the commencement of the examination.
8. Upon entering the examination room, a student is subject to the authority of the invigilator(s) and must act according to the instructions given.
9. Students should take up their seats according to the seating arrangement and should not leave their seats without the permission of an invigilator.
10. Students should place on their desks only the stationery and approved equipment which are required for the examination.
11. Students should put their personal belongings (including any electronic/communication devices) under their chairs in a position visible to the invigilators.
12. Students should refrain from bringing along valuables to the examination venues.

Use of Materials and Equipment

13. Students should provide themselves with the necessary writing and drawing tools.
14. All questions at a written examination must be answered on answer books, supplementary sheets and other materials provided by the University for the purpose.
15. Students should not turn over question papers or start working until the chief invigilator tells them to do so.
16. Students must not remove from the examination room any materials provided by the

University for use in examinations.

17. Students at any examinations must not make use of any paper, books, notes, dictionaries, instruments, electronic/communication devices (such as mobile phones and smart watches), tools or other materials, unless expressly approved in the instructions of the examination paper concerned. All electronic/communication devices must be switched off.
18. Chief Invigilators have the authority to ask a student with a ringing mobile phone to leave the examination venue and the student will not be allowed to return.
19. Students will be informed of the details of materials and tools permitted for use in an examination in advance by examiners.
20. Where electronic calculators are permitted for use in an examination, they should be hand-held, self-powered, silent in operation, and non-programmable unless expressly allowed. They should not in any case possess any word-display or graphical functions. Students are not allowed to use any external media associated with an electronic calculator, such as instruction booklets, magnetic cards or memory modules. Students should ensure that their calculators are in working order and have sufficient power supply.
21. All approved materials and tools are subject to inspection by the invigilator(s).

Late Arrival

22. Students who arrive late may not normally be admitted to the examination room after an examination has been in progress for more than 30 minutes.
23. Under exceptional or extenuating circumstances, a student may be admitted at the discretion of the invigilator/chief invigilator later than 30 minutes after the commencement of an examination, provided that no student has left the examination room.
24. No extra time should be given to latecomers.

Leaving the Examination Room during an Examination

25. Except in cases of illness or for a valid cause, a student is not permitted to leave the examination room during the first 30 minutes after the commencement of an examination and during the final 15 minutes of an examination.
26. A student who wishes to leave the examination room and who does not wish to return must first seek the permission of an invigilator, who will collect the student's script. A student whose script has been collected is not permitted to continue with the examination. When leaving the examination room, the student must take care not to disturb other students.
27. Except for a valid cause, a student is not permitted to leave the examination room temporarily; however, if a student who needs to leave the examination room temporarily for any good reason but who intends to return to complete the examination must first seek the permission of an invigilator. An invigilator or a deputed person will accompany the student at all times during his/her absence from the examination room. The student should not be given compensatory time for the period he/she is absent from the examination room.
28. If a student wishes to leave the examination venue temporarily during an examination (e.g. to visit the washroom), he/she should:
 - raise his/her hand and wait for an invigilator to seek permission for temporary departure from the examination venue;
 - wait until an invigilator of the same gender is assigned to accompany him/her throughout his/her absence from the examination venue; and
 - write down the departure time and returning time on a record form.

29. Before leaving the venue, the student should have placed his/her personal belongings (including electronic/communication devices e.g. mobile phones) under his/her chair in a position visible to invigilators. A student possessing or using any unauthorised materials (including electronic/communication devices) is considered to be committing academic misconduct.
30. Normally at most two students are allowed to leave the examination venue at one time and the students need to wait until there are suitable invigilators to accompany them.
31. A student who leaves the examination room without the permission of an invigilator will not be re-admitted to the examination room and his/her script will be immediately collected by the invigilator.

Conduct of Students

32. Students must comply with all instructions given by an invigilator.
33. Students must observe silence within the examination room except when needing to communicate with an invigilator, and must not cause any unnecessary distraction to other students (for example, by leaving mobile phones and pagers on during examinations). An invigilator may order a student to discontinue the examination and leave the examination room if the student, having been warned, persists in causing disturbance to other students.
34. Students must not smoke, eat or drink in the examination room.
35. Students must not start writing until given permission to do so by an invigilator.
36. During an examination, a student must not communicate in any way with another student, must not give or receive any information, materials or tools in any form to or from another student, nor make use of any materials or tools not approved for that examination.
37. Any student who is suspected of academic misconduct during an examination will be so informed on the spot by the invigilator, who will remove any unapproved materials found. The student will be allowed to finish the examination but should be warned that he/she may be disqualified from that examination and that disciplinary action may be taken against him/her (See Annex 1 regarding details on misconduct in examinations).

End of Examination

38. At the finishing time of an examination, the invigilator/chief invigilator will make an announcement and instruct students to stop writing.
39. Students must ensure that all loose pages are securely fastened to the answer book and that their student numbers and seat numbers are written on the answer book and all supplementary sheets.
40. In case a student has not written his/her student number and seat number on the answer book after the invigilator/chief invigilator has instructed candidates to stop writing, he/she should ask the permission of an invigilator to do so.
41. Students must remain seated in silence until the invigilator(s) has (have) collected all the answer books and asked them to leave.
42. It is the responsibility of the student to ensure that all work which is to be considered by the examiner is handed in. No work which is removed by the student from the examination room will be considered by the examiner.
43. Students are not allowed to take away any materials provided by the University at the examination venue.

Emergencies

44. In case of adverse weather and other situations of emergency, please refer to the “Bad Weather Arrangements for Classes/Activities and Examinations” available at https://www.ln.edu.hk/f/upload/44088/badweather_arr.pdf.

Supplementary Assessments

45. A student who fails to attend a test or an examination without a good reason will not be given marks for that test or examination and no supplementary assessment will be given.
46. A student who is unable to attend or to complete any scheduled examinations due to unavoidable circumstances, such as illness, family bereavement, accident, etc., or has reasons which satisfy the Board of Examiners and is able to produce documentary support may be given supplementary assessment(s).
47. A student who wishes to apply for a supplementary assessment should make the application at the earliest possible moment and no later than one week after the examination concerned. Please see Regulations Governing University Examinations and Course Work and Regulations Governing Undergraduate Studies for more details.

Important Dates

48. Relevant important dates for assessment are available on the Registry intranet at <https://www.ln.edu.hk/reg/undergraduate-programmes/important-dates> respectively.

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Extracts from “Regulations Governing University Examinations and Course Work”

5. Misconduct in Examinations and Course Work

5.1 If a student attempts to gain an advantage in the assessment of his/her work by undertaking any of the following acts or any other form of dishonest practice, it will be regarded as a case of misconduct:

- (a) Collusion - where two or more students misrepresent their individual work by knowingly withholding crucial information from teachers on who actually do the work.
- (b) Falsification of Data - where the presentation of data in reports, projects or research papers, which is purported to be based on experimental or research work conducted by the student, has actually been invented by the student or obtained from other sources by unfair means.
- (c) Plagiarism - the presentation of another person’s work without proper acknowledgement of the source, including exact phrases, or summarised ideas, or even footnotes/citations, whether protected by copyright or not, as the student’s own work.
- (d) Dishonesty in connection with test(s) or examination(s), or violation of any rules or regulations governing the conduct of examinations.
- (e) Any other form of dishonest practice, e.g. submission of same or substantially same work for two different assessments (e.g. for assessment in two different courses) without prior approval.

5.2 Related to (a) or (c) above, allowing another student to copy his/her work is regarded as an act of misconduct.

5.3 Procedures Applicable to Undergraduate Students

5.3.1 Any staff member who has reason to believe that a student has committed academic misconduct will present the case to the Board of Examiners concerned and provide the Board with all the relevant facts of the case. The Board of Examiners may check the Registry online database to find out whether the suspected student is a first-time or repeat offender¹ of academic misconduct.

5.3.2 The Board of Examiners will determine whether it is a case of academic misconduct and decide on the appropriate penalty. The penalty guidelines are as follows:

Misconduct	Penalty Guidelines
Plagiarism	First offence of academic misconduct: (i) The particular piece of work is marked down by one grade for unintentional offender or given zero mark for intentional offender; and (ii) The student is required to complete the “Online Tutorial on Plagiarism Awareness” course again and to attain at least 70% of the scores in the course, failing which he/she will be blocked from course registration.
	Second or further offence of academic misconduct: (i) The particular piece of work is marked down by one

¹ Whether the suspected student is a first-time or a repeat offender shall be based on the record in the Registry online database at the time of checking, notwithstanding that the record may be updated later due to any subsequent reported case result(s).

	<p>grade for unintentional offender or given zero mark for intentional offender;</p> <p>(ii) The student is required to complete the “Online Tutorial on Plagiarism Awareness” course again and to attain at least 70% of the scores in the course, failing which he/she will be blocked from course registration; and</p> <p>(iii) One demerit* is given to the student if the case is serious, such as when the plagiarism involved is extensive and there is a reason to believe that there was an intention to deceive.</p>
Any other form of dishonest practice in examination or course work	<p>(i) Zero mark is given to that particular examination paper/piece of work;</p> <p>(ii) One demerit* is given to the student; and</p> <p>(iii) The Board of Examiners has the discretion to revise downward the overall course grade for a serious case, such as impersonation of or by another person.</p>

* Removal of the demerit from the transcript is subject to review before Graduation

- 5.3.3 If a case involves copying work of another student, the Board of Examiners should also determine the appropriate penalty on the student allowing his/her work being copied considering relevant factors such as the context and reason for allowing his/her own work being copied, but in any case, the penalty should not be heavier than that for the student who plagiarised.
- 5.3.4 It is important for the Board of Examiners to uncover the reason(s) behind the act of misconduct and to explain to the student the importance of academic integrity.
- 5.3.5 When a decision is made by the Board of Examiners that the student concerned has committed an act of misconduct, the Board of Examiners shall inform the student of the decision. If the student is required to complete the online tutorial course set out in Section 5.3, the Board of Examiners should inform the student and the Teaching and Learning Centre in writing. The case should then be recorded in the Registry online database. The Board of Examiners will present a summary of academic misconduct cases to the Academic Quality Assurance Committee for Undergraduate Programmes (AQAC) on an annual basis for onward submission to the Senate for noting.
- 5.3.6 The student concerned may appeal against the decision of the Board of Examiners through the Registrar within one week from the day he/she is notified of the decision. The Sub-group on Academic Misconduct Appeals (SGAMA) of the Student Disciplinary Committee (SDC) shall make a decision on the appeal case and its decision is final. The SGAMA will present a summary of undergraduate cases to the AQAC on an annual basis for onward submission to the Senate for noting.
- 5.3.7 If the student concerned is involved in another suspected academic misconduct case, the Board of Examiners should commence formal administrative process for this subsequent case only after the appeal period has lapsed and the student has not submitted an appeal during the appeal period, or, in case the student lodged an appeal, the decision on the appeal has been made by the SGAMA.

10.11 Conduct of Students

- 10.11.1 Students must comply with all instructions given by an invigilator.
- 10.11.2 Students must observe silence within the examination room except when needing to communicate with an invigilator, and must not cause any unnecessary distraction to other students (for example, by leaving mobile

phones and pagers on during examinations). An invigilator may order a student to discontinue the examination and leave the examination room if the student, having been warned, persists in causing disturbance to other students.

10.11.3 Students must not smoke, eat or drink in the examination room.

10.11.4 Students must not start writing until given permission to do so by an invigilator.

10.11.5 During an examination, a student must not communicate in any way with another student, must not give or receive any information, material or aid in any form to or from another student, nor make use of any material or aid not approved for that examination.

10.11.6 A student who performs any one of the following during an examination is considered to be committing academic misconduct:

(a) possessing or using any unapproved material;

(b) communicating with another student;

(c) copying from another student or allowing another student to copy;

(d) obtaining an unseen written examination paper before the examination;

(e) impersonation of or by another person;

(f) using mobile phones, pagers or any electronic/communication devices unless expressly approved in the instructions of the examination paper concerned; and

(g) any other form of dishonest practice.

10.11.7 Any student who is suspected of academic misconduct during an examination will be so informed on the spot by the invigilator, who will remove any unapproved materials found. The student will be allowed to finish the examination but should be warned that he/she may be disqualified from that examination and that disciplinary action may be taken against him/her.

10.11.8 The case shall then be handled in accordance with the “Procedures Applicable to Undergraduate Students” / “Procedures Applicable to Postgraduate Students” under “5. Misconduct in Examinations and Course Work” of the Regulations Governing University Examinations and Course Work.