1. Candidates should proceed directly to the examination centres allocated to them.

2. Candidates should note carefully their examination centres as shown in the Examination Timetables. They should sit according to their class list order.

3. Candidates should arrive at the examination centre at least 15 minutes before the session is due to begin.

4. No books or papers of any kind may be brought to the examination desks. Purses and valuable belongings may be put under the desks.

5. Good conduct, silence and absolute honesty are essential on the part of every candidate. Cheating during the examination or review sessions will lead to disqualification and disciplinary action.

6. Candidates should make sure that they receive the correct paper with ALL questions clearly printed. If in doubt, they should ask the invigilator.

7. Care must be taken in numbering the answers exactly as required so that they correspond to the questions.

8. It is the candidates’ responsibility to hand in the required answer sheets, answer books and supplementary answer sheets if any at the end of the examination session. Late submission of such materials will not be accepted and no marks will be awarded for the paper/work in question.

9. Candidates must exercise economy in their use of paper. All lines should be written on and both sides of the page should be used. They should leave a space of two lines between the end of a question and the beginning of the next.

10. Candidates are not allowed to leave the examination centre during the first 30 minutes and the last 15 minutes of an examination. Those wishing to leave early must first inform the invigilator. They must not loiter in the corridors, but should proceed quietly and quickly to the playground/covered playground and keep quiet while any examination is still in progress. In the case of MC question sessions, no candidate is allowed to leave early.

11. Candidates absent from an examination because of sickness must produce a proper medical certificate on their return to school for the consideration of assessment marks to be given.

12. During the examination period, classes having no examination need not attend school.

13. In case of adverse weather conditions prevailing over an examination period, candidates should pay close attention to special announcements made through the mass media. If the Education Bureau announces the closure of schools owing to tropical cyclones, torrential rain, flooding, etc., the examination on that day will be postponed to the day when school is resumed and the rest of the Examination Timetable will be adjusted accordingly.