

**KWUN TONG GOVERNMENT SECONDARY SCHOOL**  
**UNIFORM TEST / EXAMINATION INSTRUCTIONS TO STUDENTS**

1. Students should proceed directly to the test/examination centres allocated to them.
2. Students should note carefully their test/examination centres as shown in the List of Test/ Examination Centres. They should sit according to the seating plan.
3. Students should arrive at the test/examination centre at least 10 minutes before the session is due to begin.
4. No books, notes or papers of any kind could be placed on the desks or in the desk drawer. Purse and valuable belongings should be put in the school bags. Mobile phones and any electronic communication devices (such as tablet, databank watch or smart watch) should be turned off and be put in school bag. All school bags should be put under the chairs.
5. Good discipline and absolute honesty should be observed by every student. Cheating during the test/ examination or the going-over examination paper sessions will lead to disqualification and disciplinary action.
6. Students should make sure that they receive the correct paper with ALL pages and questions clearly printed. If in doubt, they should ask the invigilator immediately.
7. Care must be taken in numbering the answers exactly as required so that they correspond to the questions.
8. It is the students' responsibility to hand in the required answer sheets, answer books and supplementary answer sheets if any at the end of the test/examination session. Late submission of such materials will not be accepted and no marks will be awarded for the paper/work in question.
9. Students 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. S1 to S3 students are not allowed to leave the test/examination centres until the end of the test/examination. S4 to S6 students are not allowed to leave the test/examination centre during the first 30 minutes and the last 15 minutes of the test/examination. Those who wish to leave early must first seek the approval from the invigilators. They must not loiter in the corridors, but should proceed quietly and quickly to the playground/covered playground and keep quiet while any test/examination is still in progress. In the case of MC question sessions, no students would be allowed to leave early.
11. Students absent from a test/examination because of sickness must produce a proper medical certificate and a letter from parents on their return to school for the consideration of assessment marks to be given.
12. During the test period, students could leave the school only when they do not have other tests on the same day. During the examination period, students having no examination need not attend school.
13. In case of adverse weather conditions prevailing over the test/examination period, students 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 test/examination on that day will be postponed to the day when school is resumed and the rest of the Test/Examination Timetable will be adjusted accordingly.