



2019-2020 年度第 04 號通函

敬啟者：

### 十一月份綜合通告

茲有下列事項煩請家長留意，並簽妥相關回條，各項資料茲臚列如下：

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各位家長有任何查詢或建議，請與學校聯絡(電話：2792 6712)。

此致  
各位家長



校長 甘陳富文

二零一九年十一月二十一日

### 1 校曆表注意事項 (全校適用)

十二月四日(星期三)將以特別時間表上課，放學時間為下午 1 時 20 分。

### 2 中一自行分配學位報名 (全校適用)

二零二零至二零二一年度中一自行分配學位報名申請即將展開，教育局在二零一九年十二月上旬會向每名小六學生派發兩份「中一自行分配學位申請表」。家長如欲為子弟及親友申報本校中一學位，可參閱學校網頁 [www.sts.edu.hk](http://www.sts.edu.hk) 有關本校中一自行分配學位報名須知，並於校網下載或親臨本校校務處索取報名表。報名日期為二零二零年一月二日至一月十六日。

### 3 聖誕祈禱聚會及聯歡 (全校適用)

十二月二十日(星期五)是聖誕禮儀及聯歡日，亦是學校上課日，各同學務必出席。當天安排如下：

時間	項目	活動地點
8:00 a.m.	各班點名及佈置課室	課室
8:10 a.m.	中小聯合聖誕早會開始	中小集隊操場
8:30 a.m.	中四至中六同學參加聖誕禮儀 中一至中三同學進行聖誕聯歡會	禮堂 課室
9:30 a.m.	小息	
9:45 a.m.	中一至中三同學參加聖誕禮儀 中四至中六同學進行聖誕聯歡會	禮堂 課室
10:45 a.m.	小息	
11:00 a.m.	學生會主持聖誕綜藝節目	明陣廣場
11:45 a.m.	同學協助清理課室	課室
12:00 noon	放學	

同學須注意事項：

- (1) 當日 8:00 a.m. 點名，同學應準時回校。
- (2) 為免發生任何意外，嚴禁同學攜帶金粉或任何易燃噴劑一類物料。
- (3) 班主任提醒同學裝飾課室時不能損毀或噴污牆壁及電器用品。

### 4 善度假期，參與有益身心活動 (全校適用)

聖誕假期將至，同學將會參與不同活動。家長宜提醒同學小心結識朋友，慎選活動。在參與大型慶祝活動時，應遵守秩序，注意人身安全。如學校於假期舉辦活動，老師均會發出家長信通告各位家長。如有懷疑，家長可致電學校查詢。

### 5. 初中學業提升計劃 (中一至中三級適用)

為提升學生對學習的積極性及主動性，並鼓勵學生認真準備每次學業評估，學校繼續於本學年推行初中學業提升計劃。初中學生於第一學段考試及第二學段考試後，中文、英文、數學及生活與社會四個核心科目之中，其中有任何一科成績不達標者（及格分數為 50 分），須另行補考該學科（惟補考後之分數將不獲計入成績表內）。為鼓勵學生積極重溫考試卷，完成補考並達標的同學可提早離場。此外，學校將延長補考時段，讓補考未能達標者留步溫習後再考，力求達標。請家長督促貴子弟持續積極學習，並鼓勵他們認真溫習，為每次學業評估作好準備，以爭取佳績。如有任何查詢，請與張錦新副校長聯絡。

## 6. 有關第一段考試安排 (中一至中五級適用)

本學年第一段考試中一至中五級將在二零一九年十二月五日(星期四)開始,茲有下列安排通知各位家長:

- (1) 本學年在考試期間仍安排每日早會,所以上課時間仍按平日一樣,即上午 7:55 有預備鐘,上午 8:00 早會,逾時作遲到處理。若中四至中五同學因當天未有考試,或當日不須參加第一節考試,則無須參加早會。
  - (2) 初中設溫習時段,請督促同學帶備書本或筆記作溫習。
  - (3) 同學不得提早離開試場。
  - (4) 請敦促同學穿著整齊冬季校服回校參加考試。
  - (5) 為預備考試,學校課外活動將於十一月二十二日(星期五)結束。學校亦會勸喻同學不應留校打球、嬉戲等,煩請各家長協助督促同學放學後盡早回家溫習。
  - (6) 學校已預留學額,供本學年中一至中五級未達升班要求的同學留班之用,以幫助同學提升各學科的基礎。下學年學校會把中四級選修科名額優先給予本學年中三級升班同學,故中四級留班同學只可選擇有剩餘學額之選修科目。而中四級與中五級的選修科課程架構有所不同,下學年中五留班同學不一定能夠繼續修讀原來的選修科。為避免遇上課程銜接的問題,中四及中五同學應珍惜機會,努力學習,以爭取好成績,順利升班,完成高中課程。
  - (7) 隨函另派發相關之考試規則(附件一)及考試時間表(附件二),學生須依照時間表返校應試。
  - (8) 如考試期間遇有惡劣天氣,引致停課,該日所考之科目將會另作安排。換言之,全部考試之日期、時間及應考科目,一律按照隨函附上之考試時間表進行。
- 上述各事項,煩請各家長留意。如有查詢,請致電 2792 6712 與張錦新副校長聯絡。

## 7. 考試檢討及對卷安排 (中一至中五級適用)

- (1) 十二月十七日至十二月十九日為中一至中五的考試檢討及對卷日,每天的放學時間為下午 3:45。
- (2) 同學應帶備相關考試卷進行檢討,鞏固所學。
- (3) 考試檢討及對卷時間表將會張貼於各班課室。



2019-2020 年度第 04 號通函

## 8. 回條

### (A) 十一月綜合通告回條 (全校適用)

敬覆者:本人已詳閱【十一月綜合通告】事宜,並知悉有關安排。

家長附言(若有): \_\_\_\_\_

此 致

西貢崇真天主教學校(中學部)

學生姓名: \_\_\_\_\_

班 級: \_\_\_\_\_ 學號: \_\_\_\_\_

家長簽署: \_\_\_\_\_

日 期: 二零一九年\_\_\_\_月\_\_\_\_日

註: 班主任收齊回條後交回校務處朱先生

西貢崇真天主教學校(中學部)

考試規則

1. 考生必須遵照監考老師的指示，於考試開考前十分鐘進入試場，並按座位表入座。語文科口試考生須於預定開考時間前十五分鐘到達等候室報到，安靜等候應考。
2. 考生必須將筆記、書籍及個人物品(包括已關掉的手提電話、平板電腦及具文字顯示功能的智能手錶)放入一個附有拉鍊或鈕扣的手提包內，並將袋口拉上拉鍊或扣好，於開考前放在椅子下面。
3. 試場內外考生應保持肅靜。
4. 考生遲到
  - 4.1 考生在開考後抵達試場，須先到校務處取得「遲到紙」，再按照試場監考老師指引入座。該考生不會得到額外時間作答。
  - 4.2 如考生遲到超過 30 分鐘，該考生的答卷將作個別處理，嚴重者或會不為學校接納。
  - 4.3 如考生在考試終結前 30 分鐘才到校，將不准進入試場應考。
5. 考生早退
  - 5.1 所有考生不得提早離場。
6. 在考試進行中，倘若考生違反以下規則，有關科目成績會被扣分，甚至可能被取消全部考試成績：
  - 6.1 考生的衣袋內、身上、桌上或抽屜內有筆記、書籍或任何電子器材 [例如：手提電話、平板電腦、電子字典、具文字顯示功能的智能手錶等 ]。
  - 6.2 考生攜帶的電子器材，例如手提電話/ 智能手錶/ 備有響鬧功能的物品未有關掉，甚至發出聲響。
  - 6.3 考生使用沒有「H.K.E.A.A.APPROVED」或「H.K.E.A.A.APPROVED」標籤的計算機。
  - 6.4 考生在監考老師宣布立即停筆後或收集答卷時，仍繼續書寫。
  - 6.5 考生搗亂秩序，如發出聲響滋擾他人。
  - 6.6 考生作弊。
7. 考生缺席：
  - 7.1 學生若於考試缺席將不獲安排補考。
  - 7.2 無故缺席者，成績表將列明該學生無故缺席相關科目或科目分卷的考試。

**SAI KUNG SUNG TSUN CATHOLIC SCHOOL(SECONDARY SECTION)**

**FIRST TERM EXAMINATION (2019-2020)**

**TIME – TABLE**

附件二  
Appendix II

S.1

5/12/2019 Thursday	6/12/2019 Friday	9/12/2019 Monday	10/12/2019 Tuesday	11/12/2019 Wednesday	12/12/2019 Thursday	13/12/2019 Friday	16/12/2019 Monday
溫習時段 8:15 - 9:10							Contingency Day for Exam Make-up  備考日
Chinese I 中文【1】 9:30-10:30 <閱讀>	English I <Reading> 英文【1】 9:30-10:45	Chi. History 中史 9:30-10:30	Integrated Sci. 綜合科學 9:30-10:30	Math II 數學【2】 9:30-10:30	Computer 電腦 9:30-10:00	L&S 生活與社會 9:30-10:30	
Chinese II 中文【2】 11:00-12:30 <寫作>	English II <Writing> 英文【2】 11:15-12:15	English IV <Speaking> 英文【4】 11:00-13:30 [S1 Classrooms]		Math I 數學【1】 11:00-12:30	Putonghua 普通話 10:30-11:00 [S1 Classrooms]	English III <Listening> 英文【3】 11:05-11:35 [S1 Classrooms]	

**SAI KUNG SUNG TSUN CATHOLIC SCHOOL(SECONDARY SECTION)**

**FIRST TERM EXAMINATION (2019-2020)**

**TIME – TABLE**

附件二  
Appendix II

S. 2

5/12/2019 Thursday	6/12/2019 Friday	9/12/2019 Monday	10/12/2019 Tuesday	11/12/2019 Wednesday	12/12/2019 Thursday	13/12/2019 Friday	16/12/2019 Monday
溫習時段 8:15 - 9:10							Contingency Day for Exam Make-up  備考日
Chinese I 中文【1】 9:30-10:30 <閱讀>	English I <Reading> 英文【1】 9:30-10:45	Chi. History 中史 9:30-10:30	Integrated Sci. 綜合科學 9:30-10:30	Math II 數學【2】 9:30-10:30	Computer 電腦 9:30-10:00	L&S 生活與社會 9:30-10:30	
Chinese II 中文【2】 11:00-12:30 <寫作>	English II <Writing> 英文【2】 11:15-12:15	Putonghua 普通話 11:00-11:30 [S2 Classrooms]		Math I 數學【1】 11:00-12:30	English IV <Speaking> 英文【4】 10:30-13:00  [S2 Classrooms]		
		English III <Listening> 英文【3】 11:35-12:20 [S2 Classrooms]					

**SAI KUNG SUNG TSUN CATHOLIC SCHOOL(SECONDARY SECTION)**

**FIRST TERM EXAMINATION (2019-2020)**

**TIME – TABLE**

附件二  
Appendix II

**S. 3**

5/12/2019 Thursday	6/12/2019 Friday	9/12/2019 Monday	10/12/2019 Tuesday	11/12/2019 Wednesday	12/12/2019 Thursday	13/12/2019 Friday	16/12/2019 Monday
溫習時段 8:15 - 9:10							Contingency Day for Exam Make-up  備考日
Chinese I 中文【1】 9:30-10:30 <閱讀>	English I <Reading> 英文【1】 9:30-10:45	Chi. History 中史 9:30-10:30	Integrated Sci. 綜合科學 9:30-10:30	Math II 數學【2】 9:30-10:30	Computer 電腦 9:30-10:00	Geography 地理 9:30-10:15	
Chinese II 中文【2】 11:00-12:30 <寫作>	English II <Writing> 英文【2】 11:15-12:30		Putonghua 普通話 11:00-11:30 [S3 Classrooms]	Math I 數學【1】 11:00-12:30	Eng. Lang. IV 英文【4】 (11:00-14:00) <Speaking> [S1 Classrooms]		
		English III <Listening> 英文【3】 11:35-12:35 [S3 Classrooms]					

**SAI KUNG SUNG TSUN CATHOLIC SCHOOL(SECONDARY SECTION)**

**FIRST TERM EXAMINATION (2019-2020)**

**TIME – TABLE**

附件二 Appendix II
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**S. 4**

5/12/2019 Thursday	6/12/2019 Friday	9/12/2019 Monday	10/12/2019 Tuesday	11/12/2019 Wednesday	12/12/2019 Thursday	13/12/2019 Friday	16/12/2019 Monday
Chi. Lang. I 中文【1】 (8:15-9:45) <閱讀>	<p align="center"><b>4A</b></p> Geography 地理 (8:15-9:45) <p align="center"><b>4B</b></p> Chemistry 化學 (8:15-10:00) <p align="center"><b>4C</b></p> Ethics and Religious Studies 倫理與宗教 (8:15-10:15)	Eng. Lang. I 英文【1】 (8:15-9:45) <Reading>	<p align="center"><b>4A</b></p> ICT 資訊及通訊科技 (8:15-9:45) Biology 生物 (8:15-10:00) <p align="center"><b>4B</b></p> Economics 經濟 (8:15-9:45)	Liberal Studies 通識 (8:15-9:45)	Math. I 數學【1】 (8:15-10:30)	<p align="center"><b>HALL</b></p> Visual Arts 視覺藝術 (8:15-12:15)  Physics 物理 (8:15-10:00)	Contingency Day for Exam Make-up  備考日
Chi. Lang II 中文【2】 (10:15-11:45) <寫作>	<p align="center"><b>4D</b></p> BAFS 企業、會計及 財務概論 (8:15-9:30)	Eng. Lang. II 英文【2】 (10:15-11:45) <Writing>	Chi. History 中史 (8:15-9:35)  <p align="center"><b>4C</b></p> Tourism & Hospitality 旅遊及款待 (8:15-9:45)	Eng. Lang. III 英文【3】 (10:15-12:15) <Listening>	Math. II 數學【2】 (11:00-12:15)		
	Eng. Lang. IV 英文【4】 (10:45-13:15) <Speaking> [S4 Classrooms]		<p align="center"><b>4D</b></p> P. E. 體育 (8:15-9:45)				



**SAI KUNG SUNG TSUN CATHOLIC SCHOOL(SECONDARY SECTION)**  
**FIRST TERM EXAMINATION (2019-2020)**  
**TIME – TABLE**

**S. 5 (HALL)**

5/12/2019 Thursday	6/12/2019 Friday	9/12/2019 Monday	10/12/2019 Tuesday	11/12/2019 Wednesday	12/12/2019 Thursday	13/12/2019 Friday	16/12/2019 Monday
Chi. Lang. I 中文【1】 (8:15-9:45) <閱讀>	Eng. Lang. I 英文【1】 (8:15-9:45) <Reading>	P.E. 體育【1】 (8:15-9:45)  Biology 生物 (8:15-10:00)	Math. I 數學【1】 (8:15-10:30)	Liberal Studies 通識 (8:15-9:45)	Chi. Lang III 中文【3】 (8:15-10:00) <綜合能力>	Math. M1 (Extended part) 數學 (延伸部分) (8:15-10:45)	Eng. Lang. IV 英文【4】 (8:15-11:15) <Speaking>
Chi. Lang II 中文【2】 (10:15-11:45) <寫作>	Eng. Lang. II 英文【2】 (10:15-12:15) <Writing>	Physics 物理 (8:15-10:00)  Economics 經濟 (8:15-10:15)  Tourism & Hospitality 旅遊及款待 (8:15-10:15)  Chi. History 中史 (8:15-10:30)	Math. II 數學【2】 (11:00-12:15)	Eng. Lang. III 英文【3】 (10:15-12:15) <Listening>	ICT 資訊及通訊科技 (10:30-12:00)  BAFS 企業、會計及 財務概論 (10:30-12:00)  Chemistry 化學 (10:30-12:15)  Geography 地理 (10:30-13:00)  Ethics and Religiou Studies 倫理與宗教 (10:30-13:00)	Visual Arts 視覺藝術 (8:15-12:15)	[S5 Classrooms]
		P.E. 體育【2】 (11:00-12:00)					



西貢崇真天主教學校(中學部)  
Sai Kung Sung Tsun Catholic School (Secondary Section)  
新界西貢普通道 電話：2792-6712 傳真：2791-0401  
Po Tung Road, Sai Kung, N.T. Tel: 2792-6712 Fax: 2791-0401

Ref: 2019-2020 / No.4  
21<sup>st</sup> November 2019

Dear Parents / Guardians,

### November Circular

Please pay attention to the following events and sign the reply slip:

1. School Calendar Arrangements	(For All Students)	P.2
2. Application for the S1 Discretionary Places	(For All Students)	P.2
3. Christmas Celebration and Prayer Meeting	(For All Students)	P.2
4. Spend Christmas Holidays Well by Joining Healthy Activities	(For All Students)	P.2
5. Academic Enhancement Programme for Junior Forms	(For S1 to S3 Students)	P.2
6. Arrangement of the First Term Examination	(For S1 to S5 Students)	P.3
7. Arrangement for Examination Evaluation and Mark Checking	(For S1 to S5 Students)	P.3
8. Reply Slip		P.3
A) November Circular	(For All Students)	P.3
9. Appendixes		
Appendix I- Examination Regulations	(For S1 to S5 Students)	P.4
Appendix II- Examination Timetable	(For S1 to S5 Students)	P.5

Should you have any enquires or suggestions, please contact us at 2792 6712.

Yours sincerely,



Principal  
Mrs KUM CHAN Fu-man

1. **School Calendar Arrangements (For All Students)**

The Special time table is adopted on 4<sup>th</sup> December 2019 (Wednesday) and students will be dismissed at 1:20 p.m.

2. **Application for the S1 Discretionary Places (For All Students)**

Application for 2020-2021 S1 Discretionary Places will be open soon. The Education Bureau has distributed two sets of “Application Form for S1 Discretionary Places” to each P6 student in early December. If you wish to apply a place for your child or relative, you can download and print the application form from our website and bring it along with the completed form to the school in person. For further information regarding the application procedure, please visit our website at [www.sts.edu.hk](http://www.sts.edu.hk). The application period starts from **2<sup>nd</sup> to 16<sup>th</sup> January 2020**.

3. **Christmas Celebration and Prayer Meeting (For All Students)**

The Christmas Celebration and Prayer Meeting is scheduled on 20<sup>th</sup> December 2019 (Friday). It is regarded as a school day and all students are required to attend.

Time	Activity	Venue
8:00 a.m.	Attendance taking	Classrooms
8:10 a.m.	Joint-section Christmas Assembly	Handball Court
8:30 a.m.	S4 to S6 Prayer Meeting S1 to S3 Christmas Celebration	School Hall Classrooms
9:30 a.m.	Recess	
9:45 a.m.	S1 to S3 Prayer Meeting S4 to S6 Christmas Celebration	School Hall Classrooms
10:45 a.m.	Recess	
11:00 a.m.	Christmas Carnival by Student Union	The Labyrinth on the playground
11:45 a.m.	Students Clean-up of Classrooms	Classrooms
12:00 noon	Dismissal	

Remarks for Students on the day:

- (1) Attendance will be taken at 8:00 a.m. All students must arrive on time.
- (2) For safety reasons, students are forbidden to bring glitter powder or any inflammable spray.
- (3) While decorating the classrooms for Christmas celebrations, students must not damage any electronic appliances or spray on the walls.

4. **Spend Christmas Holidays Well by Joining Healthy Activities (For All Students)**

Students may participate in various kinds of activities during the Christmas Holidays. Please remind your child to make good company with friends and to join appropriate activities. While joining these activities, please follow the rules and instructions and keep your personal safety in mind. Should there be any school activities during the holidays, teachers will inform parents of the arrangement in advance. Please feel free to contact the school if you have any enquires.

5. **Academic Enhancement Programme for Junior Forms (For S1 to S3 Students)**

In order to urge students to take initiative in learning and to encourage them to prepare for assessment in a more serious manner, the school plans to implement a programme to upgrade their academic performance at junior forms. After the 1<sup>st</sup> and 2<sup>nd</sup> term examinations, a supplementary examination will be arranged for students who fail in either one of the core subjects: Chinese Language, English Language, Mathematics or Life and Society. (The passing mark is 50.) The score of the supplementary examination will not be counted in the report card. To motivate students to revise seriously and achieve the examination requirement, the supplementary examination period will be extended. Students who fulfil the examination requirement are allowed to leave the examination venue early. Parents please urge your child to study harder and prepare well for the assessment. Should you have any problems, please contact Vice Principal Mr. CHEUNG Kam-sun.

**6. Arrangement of the First Term Examination (For S1 to S5 Students)**

The First Term Examination of this academic year starts on 5<sup>th</sup> December 2019 (Thursday). Please note the following arrangements:

- (1) During the examination period, the morning assembly will be conducted every day. Therefore, the school day will start as usual. The bell rings at 7:55 a.m. and 8:00 a.m. for preparation and morning assembly respectively. Latecomers will be regarded as being late for school. For S4 and S5 students who do not have any examination in the first period, they are not required to join the morning assembly.
- (2) Revision period is arranged for junior form students. Parents please supervise your child to bring appropriate textbooks or notes for revision.
- (3) Students are not allowed to leave the examination venue early.
- (4) Students should be in winter school uniform.
- (5) In order to help students spend more time preparing for the examinations, all extra-curricular activities end on 22<sup>nd</sup> November (Friday). Students are advised not to stay in school for any ball games or activities. Parents should remind their child to revise at home as soon as possible after school.
- (6) Places for repeaters are reserved in S1 to S5 for students who do not meet the criteria for promotion so as to develop better foundation for these students. However, priority for S4 elective subjects (2020/2021) will be given to S3 students this year (2019/2020). Therefore, students repeating S4 can only choose from the electives dependent upon the availability. Besides, the curriculum frameworks of S4 and S5 may be different and thus there is no guarantee that the S5 repeaters can remain in the same elective subjects as this year. In light of this, S4 and S5 students should maximize the opportunity and study hard to achieve the best results so as to accomplish the Senior Secondary Curriculum smoothly.
- (7) Enclosed please find the Examination Regulations (Appendix I) and Examination Timetable (Appendix II) for the 2019/2020 First Term Examination. Students should sit for the examinations according to the timetable.
- (8) If there is bad weather during the examination period and any school closure is announced, the examinations on that day will be rescheduled. All examination date, time, and subjects concerned will be proceeded in accordance with the Examination Timetable.

Should you have any enquiries, please contact Vice-principal Mr. CHEUNG Kam-sun at 2792 6712.

**7. Arrangement of Examination Evaluation and Mark Checking (For S1 to S5 Students)**

- (1) S1 to S5 Examination Evaluation and Mark Checking will be held from 17<sup>th</sup> to 19<sup>th</sup> December. The dismissal time is 3:45p.m. every day.
- (2) Students should bring along the question papers concerned in accordance with the timetable.
- (3) Timetable of Examination Evaluation and Mark Checking will be posted in each classroom.

**8. Reply Slip**

Ref: 2019-2020 / No.4

**(A) November Circular – Reply Slip (For All Students)**

To: Sai Kung Sung Tsun Catholic School (Secondary Section)

I have read and fully understood the events and arrangements stated in the November Circular.

Parent's Suggestion (if any): \_\_\_\_\_

Student's Name: \_\_\_\_\_

Class: \_\_\_\_\_ Class No: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Remarks: Please collect and return the reply slips to Mr. Chu at General Office.

Sai Kung Sung Tsun Catholic School ( Secondary Section )  
Examination Regulations

1. All candidates must follow the instruction given by the invigilators. You should enter the examination venue 10 minutes before the examination starts and sit according to the seating plan assigned. Candidates should arrive at the waiting room 15 minutes before start of the oral examination and keep silent when waiting.
2. All candidates must put all the notes, books and personal belongings (such as the off-mode mobile phones, tablets and smart watches with word-display facilities) in a bag that can be properly closed with a zip/buckle etc. The bag must be properly closed and placed under the chair.
3. Candidates must keep silent inside/outside the examination venue.
4. Punctuality of candidates.
  - 4.1 If candidates arrive at the examination venue after the examination starts, they should take the “Late Record Sheet” from the General Office. The seat will be assigned by the invigilator. Candidates will NOT be given extra time to compensate for any time lost.
  - 4.2 If candidates are late for more than 30 minutes, the examination paper will be handled independently. Serious condition will not be accepted by the school.
  - 4.3 If the candidates arrive at school 30 minutes before the examination ends, they will not be allowed to take the paper concerned.
5. Leave early of candidates.
  - 5.1 All candidates are not allowed to leave the examination venue early.
6. If candidates violate the following regulations in the examination, they will be subject to a mark penalty or subject downgrading and may even be disqualified from the whole examination.
  - 6.1 Any articles such as notes, books and all kinds of electronic devices (e.g. mobile phones, tablets, electronic dictionaries, smart watches with word-display facilities) are found on the desk or in the drawer of the desk, in the pockets or on the body of the candidates during an examination.
  - 6.2 If candidates are found to have any electronic devices (including mobile phones) switched on, and even the mobile phones or the alarms ring during an examination.
  - 6.3 Candidates use the calculators without the label of 「H.K.E.A.A.APPROVED」 or 「H.K.E.A.A.APPROVED」.
  - 6.4 If candidates continue writing when the announcement of “Time’s up” or “collect the paper” is made by the invigilator.
  - 6.5 Candidates who misbehave or act maliciously (e.g. making noise) in such a way that they upset the conduct of the examination.
  - 6.6 Candidates proved to have cheated.
7. Handling cases of absence during examination.
  - 7.1 Make-up examination will NOT be given to students who were absent from the examination.
  - 7.2 For the absentees who do not provide any reason, their school report will state they were absent without reason during the examination of the subject and the paper concerned.