



La Salle College

Circular to F. 1 – F. 5 Students Mid-Year Examination (24-25)

Date: 2 Dec 2024
Ref: AsT001/24-25
Subject: **Mid-Year Examination**

(I) General Information

1. Exam Regulations & Procedures

Students are to note the Regulations & Procedures related to School Assessments in the Student Handbook 2024-2025 (pages 23-27).

2. Lateness in examination

Students should arrive at the examination venue 15 minutes before the commencement time of the exam, wearing the proper school uniform. Students **who arrive late for an exam** may receive a mark penalty for that exam/paper (for oral exams, students may be disqualified). No extra time will be given and no alternate arrangement will be made.

3. Absence in examination

- a. If a student is absent from an exam, he has to submit a **medical document** and a letter signed by his parent or guardian directly to the school office, explaining the reason for the absence on the next examination day or on the following day upon his return to school. Otherwise, he may receive a zero mark for that paper/subject. **No supplementary exam will be arranged.**
- b. The College will exercise her discretion in the calculation of exam marks.

4. Mobile Phones, smart watches and any kind of data storage device

- a. Inside the examination venues, all mobile phones and any other sound emitting devices must be turned off and placed under the student's chair, clearly visible to invigilators. Otherwise, marks will be deducted or the entire paper may be disqualified.
- b. Students should put their smart watches or any kind of data storage devices inside their school bags during written and oral examinations.

5. Mark Deduction

- a. Students may receive a mark penalty of **a minimum of 1 mark for that paper in the exam, irrespective of the full mark of the paper**, if they do not follow school regulations, including but NOT limited to :
 - i. improper school uniform, including improper hairstyle,

- ii. accessing unauthorized materials or devices from which advantage might be gained (including question papers / rough work sheets from previous exam sections etc.),
 - iii. talking to or communicating with other students once entering the exam room, during the exam, or when exam scripts are being distributed or collected,
 - iv. disobeying invigilators' instructions (e.g. no talking inside the exam hall / exam room, etc.),
 - v. not taking the seat assigned to them according to the examination number,
 - vi. disregarding the instructions printed on the exam papers or on the multiple choice answer sheets,
 - vii. failing to correctly write the Examination Numbers on the answer sheets, answer books or MC answer sheets.
 - viii. having their answers in the MC answer sheet unable to be captured by the scanner.
- b. Students may receive **a zero mark in the paper or face disqualification of the whole subject** if a serious discipline case is involved, including but NOT limited to :
- i. cheating in the exam,
 - ii. using inappropriate language (rude, impolite, foul language, etc.) inside the exam venues or in his answer scripts,
 - iii. having mobile phones in operating mode found on their person during the exam,
 - iv. displaying electronically or publicly sharing photos taken inside the exam venue before, during, or after the exam,
 - v. failing to submit the answer script(s) and/or other examination material as instructed at the end of the exam.

These serious offences will be dealt with by the Discipline Committee and may lead to a "POOR" conduct grade on report card.

6. MC answer sheet

Please refer to the following procedures and requirements for filling in student's particulars on the Multiple Choice answer sheet:

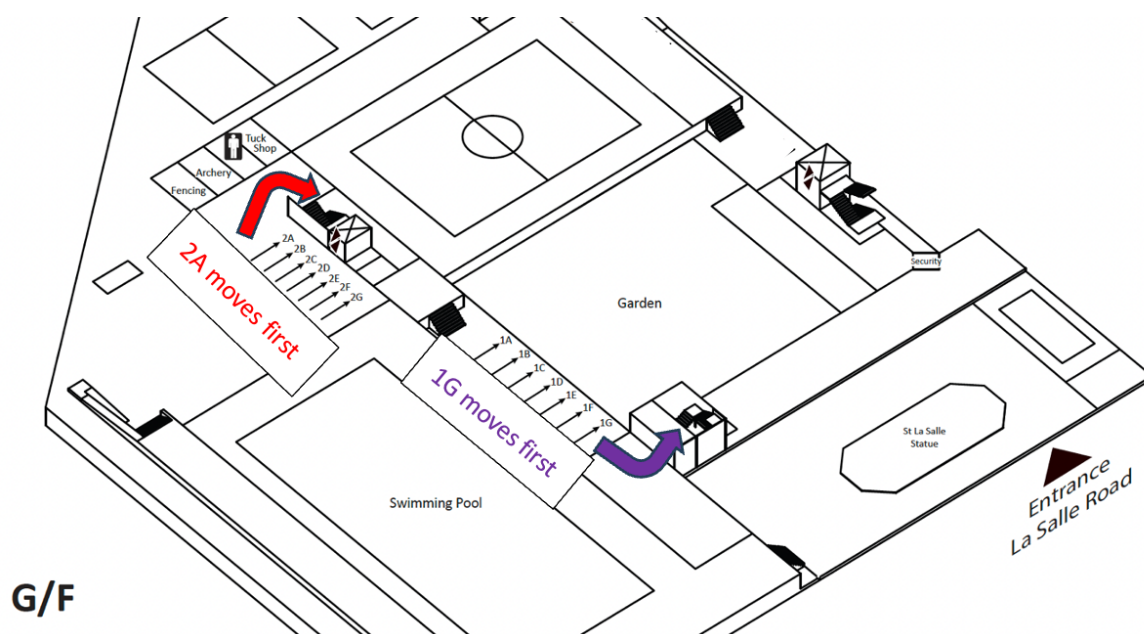
F.1 – F. 3 : When being instructed by the Chief Invigilator,
 F. 4 & F. 5 : After the start of examination,

- enter the **Subject, Name, Date, Level, and Class** in the respective boxes on the answer sheet,
- enter your **3-digit Exam Number** in the boxes labeled "**Class No.**"
- repeat the information for the computer by shading the corresponding boxes under each digit using an **HB pencil**.

Students should check the seating plan carefully and line up at the respective assembly places.

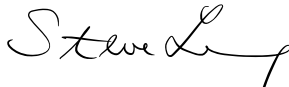
Student's exam no. (class code : X)	F. 1		F. 2		F. 3	
	Exam venue	Assembly place	Exam venue	Assembly place	Exam venue	Assembly place
Class no. 1 – 5 (X01 – X05) & 136	1A	G/F *	2A	G/F *	3A	4/F
Class no. 6 – 10 (X06 – X10)	1B		2B		3B	North Wing (Lab)
Class no. 11 – 15 (X11 – X15)	1C		2C		3C	Open area
Class no. 16 – 20 (X16 – X20) & 436	1D	ECA	2D	Cover Playground	3D	
Class no. 21 – 25 (X21 – X25) & 536	1E	Showcase	2E	(Archery Court)	3E	3/F North wing (Lab)
Class no. 26 – 30 (X26 – X30) & 636, 537	1F		2F		3F	Open area
Class no. 31 – 36 (X31 – X36) & 736	1G		2G		3G	4/F South wing Open area

Places of Assembly for F. 1 & F. 2 students



(III) F. 4 & F. 5 Examination

- a. Written exams and listening exams will be conducted in the Hall. For subjects with smaller entry sizes, students will have the examinations in classrooms or other venues as stated in the Exam Timetable. They should line up properly outside the exam rooms 15 minutes before the exam's commencement time.
- c. Students must not enter the examination venues without the permission of the invigilators.
- d. For F. 4 and F. 5 M1/M2, students are required to follow the special seating plan.


Mr. Steve Leung, Principal