1. Attend your oral examination punctually. There will NOT be any make-up examinations for any latecomers.

2. Bring your student ID card and a pen with you.

3. Report to the Supervisor at the Preparation Room (H401) according to the Reporting Time printed on the timetable through the Staircase S9 (next to the elevator).

4. Avoid loitering outside the Preparation Room / Examination room or arriving too early (e.g. half an hour before your reporting time) because this may cause disturbance to other candidates.

5. Follow the instructions given by the Preparation Room Supervisor and remain quiet at all times.

6. DO NOT TALK with other students during the preparation time or in the corridor, or you may risk a mark penalty.

7. After the exam, hand in your exam paper to the examiner. Then leave the exam room quickly by using the Staircase S10 (face Junction Road). You MUST follow the route for departure to maintain a quiet and smooth flow for the Oral Exam.

8. If you arrive after the reporting time, 1/2 black mark or above will be given. No extra preparation time will be given. If you arrive after the commencing time of the discussion, you will be disqualified and one black mark or above will be given.

9. Submit a medical certificate together with your parent’s letter for sick leave verification. Observe the Exam Regulations on P.40-41 of your Student Handbook.