[REVISED]

Final Examination Arrangements: G11 IB and G10 Bridging Programme

31 May – 9 June 2011

Please be informed of the examination arrangements stated below:

1. Examinations will be held in the School Hall. Boys should proceed to the venue at least TEN minutes before the start of each examination session. No additional time will be allowed for late arrivals.

2. Boys will not be assigned seats although Pre-IB will assigned different rows from IB students.

3. Boys must wear proper school uniform, otherwise they will not be permitted to take the examination.

4. Any boy who is sick and cannot attend an examination, should inform the school at least fifteen minutes before the start of the examination. (Tel: 27685637) Supplementary examinations will NOT be arranged.

5. Boys should NOT bring into the examination room any personal belongings other than those required for the examination (e.g. mobile phones, ipods or any beeping devices), regardless of whether they intend or not to use the material during the examination. Violation of such kind will be held in breach of regulations and risk disqualification of examination.

6. Boys will not be allowed to leave the examination during the first hour or during the last FIFTEEN minutes of any examination. If a boys leaves the examination before the scheduled finishing time, the boy will not be allowed to return.

7. All answer scripts will be given back to students at the latest by 30 June 2011.

8. Any boy who is absent from an examination without reasons accepted by I.B. coordinator will get “Zero” mark for examination, but the marks for Continuous Assessment will be entered into the Report Card and an “Absent from Examination” comment will be issued.

9. An Examination Result Slip will be issued to boys after checking on 7 July 2011 (Thurs). All discrepancies in marks and students’ information should be reported to the I.B. coordinator immediately. Alterations will not be entertained after this designated date.

10. School Reports will be distributed to students on Tuesday 12 July, 2011 (12:00 noon) in their classrooms.

11. In case examination schedule is interrupted due to bad weather or outbreak of diseases, please visit the school homepage for the latest arrangements.

12. 24 – 30 June 2011 will be normal school days for G11 IB boys, unless otherwise notified. Please prepare for classes as usual. G10 Pre-IB boys will conduct their Group 4 project and post-examination activities. Details will be disclosed in due course.

[Continued next page]
13. All G10 Bridging Programme and G11 IB boys have been informed and acknowledged the receipt of the “Conduct of the examinations: Notice to candidates”. Please refer to the notice for details.

<table>
<thead>
<tr>
<th>Date</th>
<th>G11 (IB1)</th>
<th>G10 Pre-IB</th>
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</thead>
<tbody>
<tr>
<td>Monday 30 May 2011</td>
<td></td>
<td>No School</td>
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<tr>
<td>Tuesday 31 May 2011</td>
<td>History 08.00-10.30</td>
<td>Psychology 14.00-16.00</td>
</tr>
<tr>
<td>Thursday 2 June 2011</td>
<td>English [Paper I] 08.00-10.00 (HL) 08.00-09.30 (SL)</td>
<td>English [Paper II] 11.00-13.00 (HL) 11.00-12.30 (SL)</td>
</tr>
<tr>
<td>Friday 3 June 2011</td>
<td>Chemistry [Paper I] 08.00-09.00 (HL) 08.00-08.45 (SL)</td>
<td>Chemistry [Paper II] 11.00-13.00</td>
</tr>
<tr>
<td>Tuesday 7 June 2011</td>
<td>Biology / Physics [Paper I] 08.00-09.00 (HL) 08.00-08.45 (SL)</td>
<td>Biology / Physics [Paper II] 11.00-13.00</td>
</tr>
<tr>
<td>Wednesday 8 June 2011</td>
<td>Chinese [Paper I]  08.00-10.00 (HL) 08.00-09.30 (SL) French [Paper I] 08.00-09.30 (HL&amp;SL)</td>
<td>Chinese [Paper III] 11.00-13.00 (HL) 11.00-12.30 (SL) French [Paper II] 11.00-12.30 (HL&amp;SL)</td>
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<tr>
<td>Thursday 9 June 2011</td>
<td>Economics [Paper I] 08.00-09.00</td>
<td>Economics [Paper II] 11.00-12.00</td>
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<tr>
<td>Friday 10 June 2011</td>
<td></td>
<td>Staff Development Day (Students do not go to School)</td>
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<tr>
<td>Monday 13 June 2011</td>
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<td>No School</td>
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Note: From 31-May to 9-Jun, students and teachers are only required to be in school for the stated hours. Students should report to the venue at least 10 minutes before the examination is due to begin. Invigilators should report to the venue at least 20 minutes before the examination is due to begin.

Thank you for your attention and support.

Sincerely,

_________________________       ________________________
Mr. T Chang                        Dr. M Higgitt
Headmaster                         I.B. Coordinator
General
1. Candidates will be seated a minimum of 1.5 metres apart and must not be able to overlook the work of other candidates.

2. Candidates are not required to sit in order or in the same place in all examinations.

3. The coordinator/invigilator will decide where each candidate will sit during an examination. Candidates must comply with the decision of the coordinator and remain seated. Permission is given to leave the examination room.

4. Candidates will be assigned to different seats for different examinations, please check the seating arrangement outside each examination room before entering.

5. Candidates should report to the examination room at least ten minutes before the examination is due to begin. They must enter the room in a quiet and orderly manner.

6. Candidates may take to their desk/table only the following items:
   - General stationery (for example, pens, pencils, coloured pencils, an eraser, geometry instruments and a ruler).
   - Other materials specified by the school as required for a particular examination (for example, an electronic calculator).

Candidates are allowed to take a container (for example, a pencil case) to their desk/table, however the container must be either transparent or checked by the coordinator/invigilator to ensure that they do not contain unauthorized material.

7. Candidates must not share stationery, calculators or other material required for an examination.

8. If unauthorized material is found in a candidate’s possession, they are likely to be held in breach of regulations, regardless of whether they intended to use the material during the examination.

9. Personal belongings not required for the examination must be removed from candidates. The coordinator/invigilator must be particularly vigilant for any unauthorized electronic devices.

10. Candidates are not permitted to use correcting fluid/pens.

11. Candidates must write their answers in either blue or black ink.

12. Electronic Calculators
   - Candidates may not use or store data, programmes or applications in their calculators that may assist them in an examination by removing the need to recall facts or formulae that are not provided in the examination materials.
   - During an examination, no attempt must be made to conceal information or programmes stored in a calculator.
   - If required by the coordinator/invigilator after an examination, a candidate must provide a list of information and programmes stored on the calculator.

13. The instructions of the coordinator/invigilator must be obeyed. The coordinator/invigilator has the right to expel a candidate if a candidate violates any of the regulations.

14. Candidates are allowed into the examination room during the first 30 minutes after the start of an examination. The arrival time of the candidate will be recorded by the coordinator/invigilator. No additional time must be given to candidates.

15. After the first 30 minutes candidates will not be allowed into the examination, nor will they be permitted to take the examination at a rescheduled time.

During the examination
16. Candidates will be allowed to have five minutes’ reading time at the start of each examination (except for multiple choice examination papers). These five minutes are not counted as part of the time allowed for the examination and candidates must not write anything on the examination paper. Candidates must not use calculators during the reading time.

17. The coordinator/invigilator will write the start and finish times of each examination/paper on a board or flip chart in view of all candidates. All will abide to the common clock provided in the examination room.

18. Candidates are not allowed to ask any questions during the examination. If faults are found in the examination paper, they should make the decision on whether or not to leave the answers blank.

19. The coordinator/invigilator will announce the remaining time 30 minutes and 5 minutes respectively before the end of the examination.

Temporary absence
20. In case of emergency (for example illness), at the discretion of the coordinator/invigilator, a candidate may be allowed to leave the examination room and return. The temporary absence of a candidate will be recorded by the coordinator/invigilator.

21. A candidate will be supervised while leaving the examination room. There must be no communication with any person other than the person who is supervising the candidate.

22. During temporary absence the candidate must not take any material out of the examination room, have access to material during the absence, or return with any material.

23. Candidates are not allowed to go to the toilet during examinations.

Malpractice
24. During the examination and at other times specified by the coordinator/invigilator, a candidate must not communicate with any other candidate. Failure to observe this regulation may constitute malpractice, resulting in appropriate action by the school.

25. All work completed during an examination and then submitted for assessment, must be the authentic work of the candidate. Any collusion, plagiarism, reference to unauthorized material, or communication between candidates may constitute malpractice, resulting in appropriate action by the school.

Early departures
26. If a candidate finds that he has accidentally taken unauthorized material into an examination, this material must be given to the coordinator/invigilator immediately. Failure to do so may lead to an allegation of malpractice against the candidate.

End of the examination
27. Candidates will not be allowed to leave the examination room during the first hour or during the last 15 minutes of any examination. If the duration of the examination is less than one hour, candidates will not be allowed to leave during the examination.

28. If a candidate leaves the examination before the scheduled finishing time, the candidate will not be allowed to return.

Late arrival
29. It is the responsibility of the candidate to ensure that the first page of their examination cover sheet is correctly completed prior to departure from the examination room.

30. Candidates must give all examination papers, answer sheets, multiple choice answer sheets and rough notes to the coordinator/invigilator at the end of the examination.

31. Candidates must leave the examination room in a quiet and orderly manner.

32. Candidates must not disclose or discuss the content of any examination paper with any person outside their immediate school community within 24 hours after an examination. This includes any form of communication, whether verbal, written or electronic.

I have read and understand the “Conduct of the examinations: Notice to candidates” for I.B., and agree to abide to the regulations and be responsible for necessary consequences should I fail to abide with the mentioned regulations.

Signature of Student, date
Surname, First Name
of Student (Please print)